

PERFORMER PREPARATION GUIDE

"Spectral Glow"

Sunday, November 1, 2026

Showtime: 6:00pm

Rialto Theater - 228 E 4th St, Loveland, CO 80537

Deadlines and Dates:

Sunday, August 23

Performer Agreement & Performer Fee- Solo & Groups

Sunday, August 30 @ 1:30pm - Virtual Orientation

Friday, August 28 @ 6pm - Virtual Orientation

(**Mandatory** if you've performed 2 or fewer times, or if it's your first solo; only need to attend one of the above sessions; zoom link will be shared via Slack)

Sunday, August 23 - Saturday, October 24 - Attendance Compliance Dates

All performers must complete at least 18 classes (or equivalent) by October 24. (See #5 below)

Sunday, September 13

Claim your song (see #4 below)

Saturday, September 26

Attendance compliance checkpoint (see #5 below)

Sunday, September 27

Video Submission Form Due

Performance Details & Music Form Due

October 4-10

Set Lists Finalized

Saturday, October 17

Final Performance Edits Due

Saturday, October 24

Dress Rehearsal - Fort Collins 12:00pm

Sunday, October 25

Performer Guest List Form Due

Sunday, November 1, 6pm

Showcase!

THEME:

“Spectral Glow”

Darkness has always held a mystique and wonder about things that can't be explained. Something at the edge of your vision, shadows that move when nothing is there, or the tingle up the spine saying something exists just beyond what you can see. In Spectral Glow you will experience magic as the lights go out and dancers emerge from the dark in movement and light. Illuminated by blacklight: costumes glow, choreography becomes luminous, and an otherworldly atmosphere brings light to the darkness. Witness breathtaking aerial skills and performances from artists who do not shrink amongst darkness, but explode into the light.

A black light show simply means there will be black lights on the stage allowing for certain colors to glow through the rest of the muted light. The vibe is ethereal and glowing, being the light in the darkness, or spooky spectrals [be careful as the Rialto is actually haunted ;)], or something Halloweenish.

CHECKLISTS

Sign Up Checklist:

The following action items are required! Refer to the numbered bullets that follow, for details and links related to the action items in the checklist. Be sure to track your completion of action items using the checklist below to ensure your spot in the showcase is secured.

- ☐ Read and save this document (Performer Prep Guide) and please refer to this source first when you have questions)
- ☐ Fill out the Performer Registration form (all performers; solos, duets, groups)
- ☐ Pay Your \$30 Performer Fee
- ☐ Groups: Sign up and pay for the group number via Momenca (this is in addition to your Performer Fee)
- ☐ Sign Up/Download Slack and Join our Channel

Performance Checklist:

The following action items are required for every performer unless otherwise noted! Refer to the bullets that follow, for details and links related to the action items in the checklist. Track your completion of action items using the checklist to ensure you are compliant and eligible to perform.

- ☐ Newer performers must sign up for and attend a virtual orientation session
- ☐ Claim your Song (solos & duets) and add to Spreadsheet; make sure song is licensed and make sure your song isn't already claimed
- ☐ Check in daily on Slack for announcements, reminders, and requests
- ☐ Monitor your class attendance to ensure you are compliant; ideally you should have 10 classes (or the equivalent) completed by the checkpoint deadline.
- ☐ Consider booking private lessons early and regularly to ensure you have plenty of time and support during the creative process
- ☐ Make sure costumes, accessories, makeup, and props are ordered early to ensure enough time for returns and replacements
- ☐ Submit your video form
- ☐ Submit your performance details and music form
- ☐ Watch for photographer announcement in Slack and put your request in if you want photos
- ☐ Watch for set list announcements in Slack and respond in a timely manner to minimize conflicts
- ☐ Submit the performer guest list form
- ☐ Attend dress rehearsal
- ☐ TAKE THE STAGE!

ACTION ITEM LINKS AND DETAILS

1) Sunday, August 23: Performer Agreement & Performer Fee- ALL PERFORMERS

a) We have a single form for all performers regardless of performance type. Follow the instructions to skip sections that don't apply. If you are doing multiple performances, fill out a form for each.

<https://forms.gle/tooA5veYpzneBJAa8>

b) Pay your \$30 performer fee through your home studio's Momence system.

Longmont Studio

<https://momence.com/Vertical-Fusion-Longmont-/product/%22Unleashed%22-Showcase-Performer-Registration-/271394>

Fort Collins Studio

https://momence.com/Vertical-Fusion-Fort-Collins/pr_oduct/VFFC-Show-Performer-Fee/146066

- You **MUST** pay a performer fee by the agreement deadline or else your submission is considered incomplete.
- Due to only one showtime being allowed at this location, we cannot guarantee everyone will perform. Performer applications will be first come, first serve, so you are encouraged to register as soon as possible.
- Every performer is required to pay a \$30 PERFORMER FEE. This is a **one time fee**, regardless of the number of performances you are a part of.
- Sign-up fees are forfeited if you are non-compliant or if you withdraw from performing for reasons other than illness/injury. If you are compliant and fulfill your performance obligations, you will receive a single general admission ticket for one guest for a single show.
- For Duets and Group numbers, EACH MEMBER must submit a performer agreement and/or sign up and pay for the group series in the respective studio's Momence system. For example, in a group number, you would pay the \$30 Performer fee **AND** the group number tuition.
- Note: Group Number Facilitators do **not** pay a performer fee regardless of whether they are performing with their group or not. Facilitators also do not need to buy show tickets for themselves.
- All Vertical Fusion "active" and "eligible" instructors (all locations) do not need to pay a performer fee. They will still receive one (1) comp ticket.

GROUP NUMBERS ARE AS FOLLOWS:

• Longmont

- Chair-lesque Group w/ Ashley (All Levels) - Sundays 2pm
 - <https://momence.com/l/mXhQ7dvD>

• Fort Collins

- Level 1 Pole Group w/ Vanessa - Wednesdays 8:30pm
 - <https://momence.com/l/DAh6RWBJ>
- Hell on Heels Group w/ Angela (Level 3+) - Sundays 3pm
 - <https://momence.com/l/g7hbEeDe>
- Chair + Lyra w/ Caterina (All Levels Chair, Level 1 lyra) - Tuesdays 8:15pm
 - <https://momence.com/l/QQhm47e1>
- FlyPole w/ Christine (Level 4+/5 - Thursdays 7:15pm

Doing more than one number? An agreement must be submitted for each performance.

2) Update Personal Calendar with Deadlines and Important Dates

- We try to do our best to provide reminders of deadlines and important dates but it is up to each performer to know them and meet them! We highly recommend that you create reminders for deadlines/dates in your personal calendar. We understand that life gets busy and things come up but it puts a hardship on administrators to manage non-compliance and enforce policies.
- Non-compliance Fees: For every missed deadline or deliverable, performers will incur a fee of \$8.00 which will automatically be charged to your card on file. The following compliance components will be audited: Incomplete or missing forms, missed deadlines, and attendance deficits. Note that Group number participants are allowed **only one missed session**. There will be a \$10 penalty for each additional absence. It is at our discretion to dismiss habitually non-compliant participants from the show in addition to charging non-compliance fees. In cases of non-compliance/dismissals, no refunds will be given. By submitting your agreement form and proceeding with the intent to perform, means you understand and agree to these policies.

3) Slack App: Download and Join Group

Slack App: Download app and accept email invitation for performer workspace

- Download the Slack App and look in your email for an invite to the Showcase Performer Slack workgroup #interstellar-performer-group. Using this app is a requirement for performing.
Android: <https://slack.com/downloads/android>
iPhone: <https://slack.com/downloads/ios>
- If you're doing a group number, you will need to join both the main performer group and also a second group that is just for your group. Watch for email invites for both.

4) Claim Your Song Form

- Claim your song and theme using the Google sheet linked below no later than **Sunday, September 13**. Be sure to first search the sheet to make sure your song hasn't already been claimed. If you claim a song and then want to change it, please update your original entry. If someone claims the same song or similar songs, precedence will be given to the person who claimed it first.
- See "Music Licensing" under section 6 below to ensure you have rights to use your song!

<https://docs.google.com/spreadsheets/d/18y5S09OyyXcayxFM35p-uSVOH7x5U158fjCOsq6wL9k/edit?usp=sharing>

5) Sunday, August 23 - Saturday, October 24: Attendance Compliance Dates

- Class Attendance: As a Performer, you are required to attend at least 2 classes at Vertical Fusion (any location) per week for at least two months prior to dress rehearsal. **NO EXCEPTIONS!** This is a requirement of our insurance company that factors into liability coverage so absolutely no exceptions will be made.
- Private lessons may be done in lieu of classes; 1 private lesson = 2 classes.
 - **NEW THIS SHOW:** 2 open studios (reserved for working on performance pieces) will count as 1 class, however, a minimum of 10 instructor-led group classes is required. Group rehearsals count towards this threshold.
 - Guest workshops, and free classes **DO NOT** count towards this requirement.
- An attendance report will be generated and reviewed for compliance on **Saturday, September 26** and we will follow up with those who are at risk of being non-compliant (at least 10 classes, or equivalent, should be completed by our first audit).
 - Anyone with less than 10 classes will need to submit an attendance compliance plan and may be asked to do an additional check-in for progress.
 - Anyone non-compliant by dress rehearsal will be dropped from the show.
 - Should a performer experience a minor illness or injury, they should notify us ASAP and they must understand that they will be expected to catch up to be compliant.
- Group number participants are allowed only two missed group sessions; you must make up the class to ensure you are compliant with attendance requirements.
- There will be a **\$10 penalty** for each additional missed group session and it is at our discretion to drop non-compliant participants from the show. In cases of non-compliance/drops, no refunds will be given.
- Please note that Longmont students who wish to perform on lyra/sling will have to either take privates in Longmont or attend classes at VF Fort Collins to be compliant with attendance requirements.

6) Sunday, September 27: Video Submission & Performance Details & Music Submission

Video Submission:

- It is expected that you have at least half of your piece choreographed (ideally around 2 minutes).
- Please videotape yourself performing what you've created thus far in one video that is not separate clips edited together.
 - Exception: you are in a setting wherein only one pole is available and therefore, your spin and static passes must be recorded separately or other similar logistical reasons (i.e. not enough room at home for floor work).
- Your piece does not have to be perfected by this date, but you should be able to give a **solid** demonstration of what your concept is and what your choreography will be.

- Please incorporate as much of your costume, makeup, props, etc. as possible. Please be sure your video has good lighting and that your music can be easily heard.
- If the video does not meet standard of readiness, you may be asked to submit a second video to show satisfactory progress within a week and/or you may be dismissed from the show.
- Upload your video to YOUTUBE or VIMEO and then submit the link for your video using this form: <https://forms.gle/xMQMMd3Jjhd2HLCW9>

Performance Details:

Required for all **solo** performers! **Duets:** only one member is required to submit this form. **Groups:** The group facilitator is the only person required to submit this form.

Add your performance details and the MP3 of your song using this form:

<https://forms.gle/yKd7HvPhziWrevDY7>

Music Licensing

You are responsible for ensuring the song you have chosen is licensed under the ASCAP, SESAC, and BMI music licensing organization. If it is not listed as a licensed song, you will have to choose a different song. If you have chosen a cover, the original artist must be licensed, not the cover artist. Music licensing orgs are listed below. Use these links to search for your song/artist.

ASCAP: <https://www.ascap.com/repertory#/>

SESAC: <https://www.sesac.com/repertory/search>

BMI: <http://www.bmi.com/licensing> (upper right corner)

7) October 4-10: Set Lists Finalized

After all videos are submitted, show time assignments are drafted and published via Slack for performer feedback. After show time assignments are finalized, order of performance is drafted and published via Slack for performer feedback. Since set lists are contingent upon all videos being submitted, it is imperative that your video be submitted on time.

8) Saturday, October 24: **Dress Rehearsal**, Fort Collins 12:00pm for ALL PERFORMERS

Dress Rehearsal is MANDATORY. Please come in full costume, full makeup, and with all of your props etc.

Performer Comped Guest Form Due by Sunday, October 25 :

Each performer regardless of how many acts they are in, receives ONE ticket for ONE guest. Please note that your guest will not receive any sort of confirmation; their name will be at will call after an admin has confirmed your submission. Note: Group Number Facilitators are eligible for a guest ticket and should submit the form. All guests must be 18 years of age by the show date.

Performer Guest List Form: <https://forms.gle/fiM6hVB5PrDE7kgCA>

9) Sunday, November 1, 6pm: Showcase!

We will publish the “**Day of Show Guide**” on the Monday before the show via Slack. It will have important details regarding what time to arrive, stage manager, venue policies, facility specs, etc.

10) Choreography/Performance Rules:

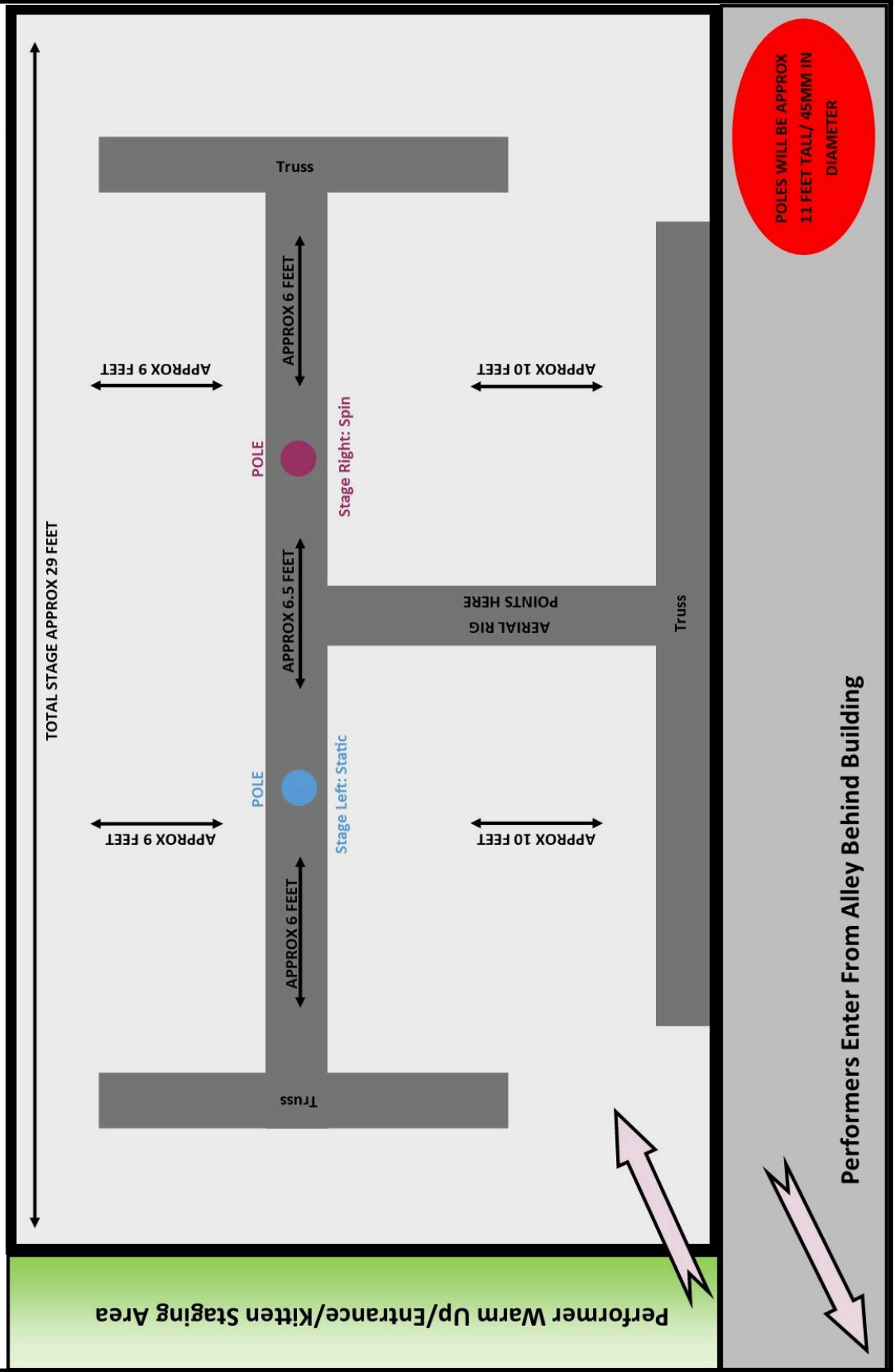
- Remember that grip products cannot be applied to your apparatus—they can only be applied to your body. iTac and similar grips that leave a residue on apparatuses are prohibited.
- The content of your performance must align with the values and mission of Vertical Fusion. This **includes song lyrics**. Anything derogatory towards any marginalized population/demographic is not allowed. If you're unsure if your song is appropriate, it is your responsibility to ask Christine/Kayla for approval.
- Please be mindful of props and special effects. The following items are prohibited:
 - o Confetti or similar debris-inducing props/effects
 - o Any prop/effect that changes the surface conditions of the stage/apparatuses (i.e. water spilling on stage, glitter explosions, oil, chocolate syrup, etc.) without approval
 - o Absolutely no weapons are allowed; toy replicas of weapons must be clearly marked as fake and approved by Christine/Kayla (i.e. bright orange tip on toy guns)
 - o Props/Effects may not be thrown at or into the audience without approval
 - o Trusses/Apparatuses may not be used for installing props/effects or used by performers other than as intended unless approved
 - o Extensive set-up and taking down or cleaning up of props/effects is discouraged; exceptions must be approved
- Please be sure to review the stage specs pictured below and choreograph accordingly.

Rialto Theater Stage Setup

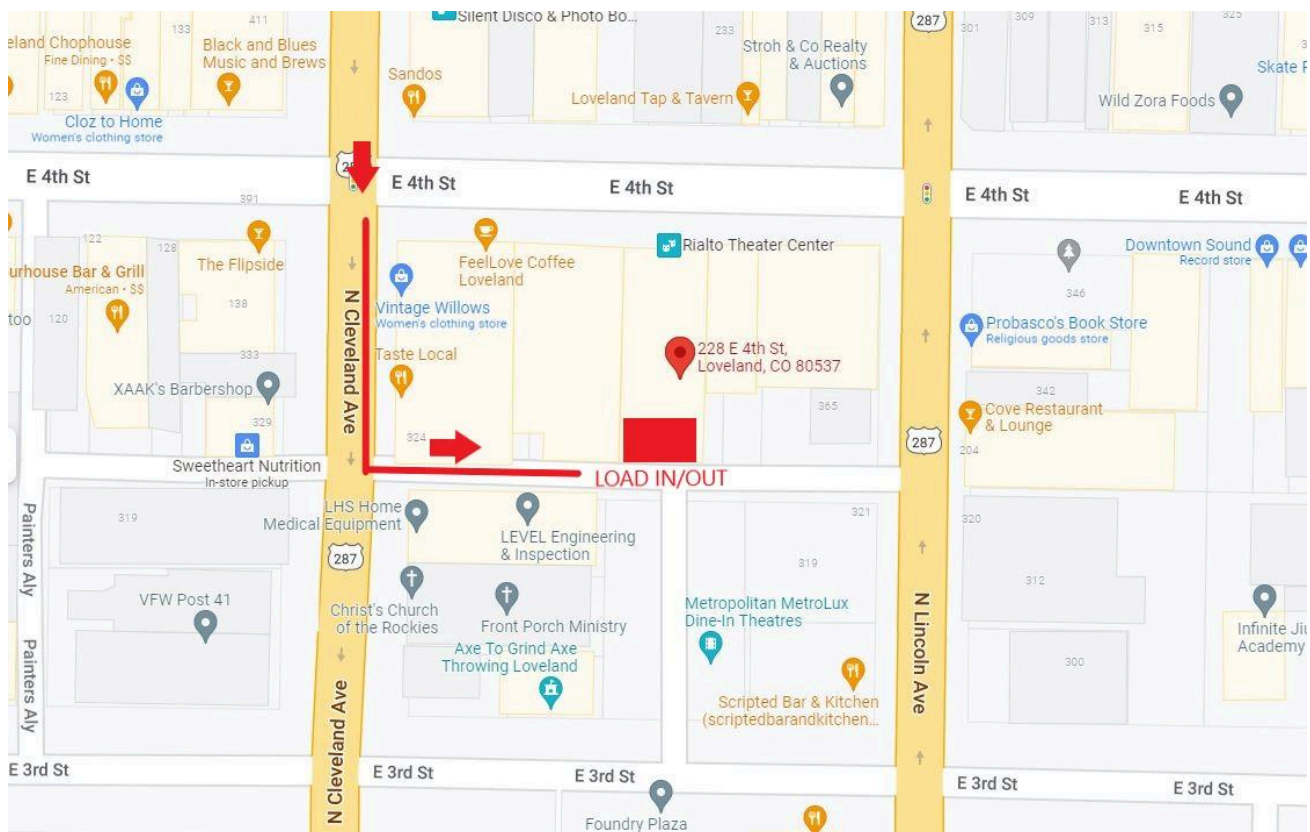
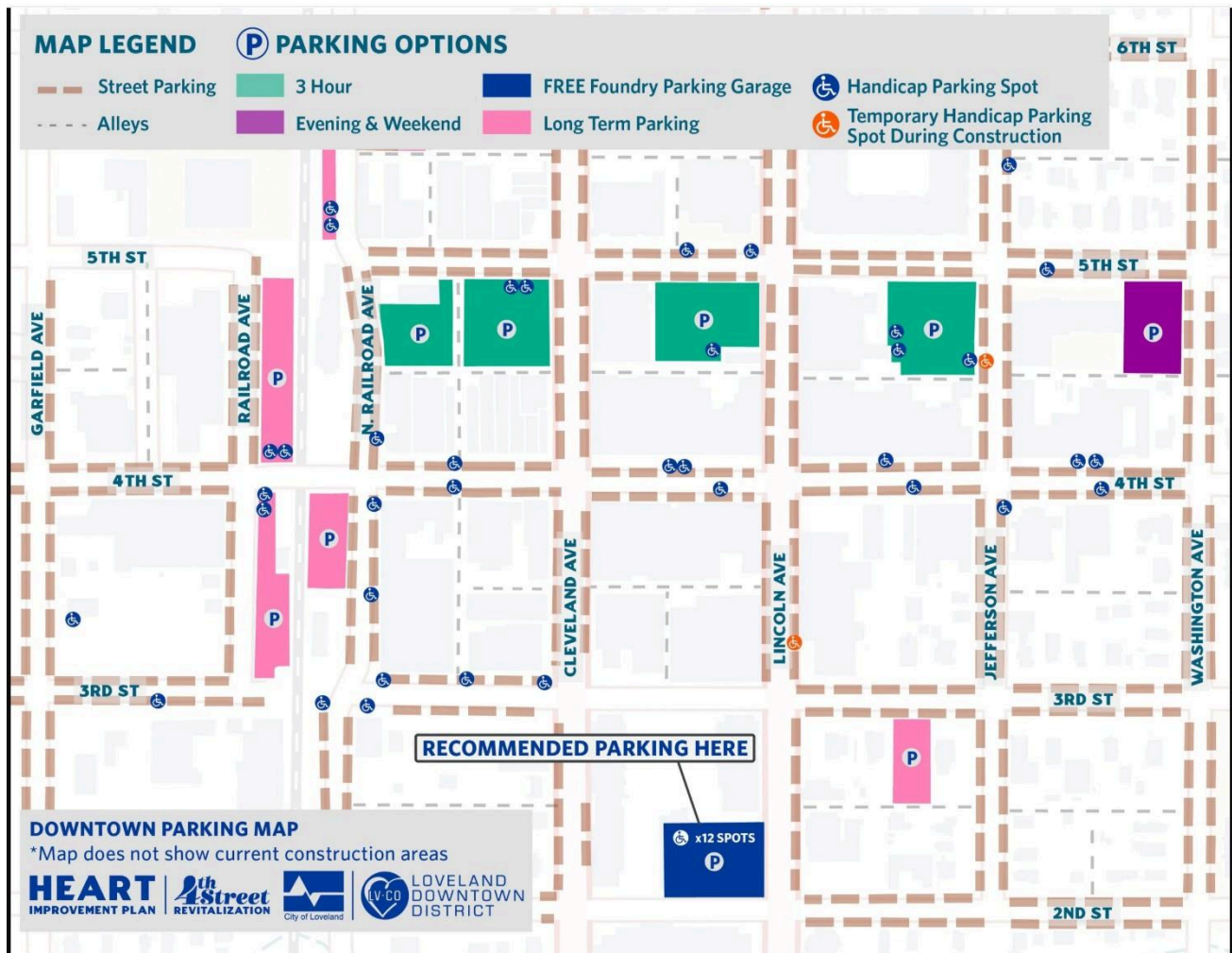
(All configurations are subject to change; the measurements are approximates and are not guaranteed)

GREEN ROOM IS
LOCATED UPSTAIRS

STAGE HEIGHT: 6 FEET
(FLOOR TO TOP OF
STAGE)



POLES WILL BE APPROX
11 FEET TALL/ 45MM IN
DIAMETER



Quick Reference Links:

1. Performer Agreement & Registration Form

<https://forms.gle/tooA5veYpzneBJAa8>

2. Pay Performer Fee (\$30)

a. Longmont Studio:

<https://momence.com/Vertical-Fusion-Longmont-/product/%22Unleashed%22-Showcase-Performer-Registration-/271394>

b. Fort Collins Studio

c. <https://momence.com/Vertical-Fusion-Fort-Collins/product/VFFC-Show-Performer-Fee/146066>

3. Group Registration – Longmont

a. Chair-lesque Group w/ Ashley (All Levels) - Sundays 2pm

i. <https://momence.com//mXhQ7dvD>

4. Group Registration – Fort Collins

a. Level 1 Pole Group w/ Vanessa - Wednesdays 8:30pm

i. <https://momence.com//DAh6RWBj>

b. Hell on Heels Group w/ Angela (Level 3+) - Sundays 3pm

i. <https://momence.com//g7hbEeDe>

c. Chair + Lyra w/ Caterina (All Levels Chair, Level 1 lyra) - Tuesdays 8:15pm

i. <https://momence.com//QQhm47e1>

5. 8. Download Slack –

a. Android: <https://slack.com/downloads/android>

b. iPhone: <https://slack.com/downloads/ios>

6. 10. Claim Your Song Sheet

a. <https://docs.google.com/spreadsheets/d/18y5S09OyyXcayxFM35p-uSVOH7x5U158fjCOsq6wL9k/edit?usp=sharing>

7. 11. Video Submission Form

a. <https://forms.gle/xMQMMd3Jjhd2HLCW9>

8. 12. Performance Details & Music Form

a. <https://forms.gle/yKd7HvPhziWrevDY7>

9. Music Licensing Sites

a. ASCAP Repertory Search: <https://www.ascap.com/repertory#/>

b. SESAC Repertory Search: <https://www.sesac.com/repertory/search>

c. BMI Repertory Search: <http://www.bmi.com/licensing>

10. 16. Performer Guest List Form

a. <https://forms.gle/fiM6hVB5PrDE7kgCA>