

2019 LBT Nutcracker Information Packet



We are glad that you are part of this year's 29th annual Nutcracker cast and wonderful ballet tradition! Since this is a professional production and not a recital, there are important rules of which the dancers and parents must be made aware. Please read this packet so that you and your child have a positive and rewarding experience. We look forward to an extra-special year!

General Information:

1. All rehearsals and performances from November 24 – December 1 will be held at Braswell High School located at 26750 E. University Dr., Aubrey, TX 76227.
2. As per Braswell HS policy, all doors are to remain locked until Dress Rehearsal on Friday, November 29. During dress rehearsal and the actual performances, access to the lobby doors will be limited and **all performers and backstage personnel should enter/exit the building through the lobby doors. All performers, GUARDIANS, Room Moms and backstage personnel will need a wristband to enter the theatre and backstage/lobby areas.** Wristbands will be given out with dress rehearsal passes at the studio. If you should misplace your wristband, you must purchase another.
3. **Absolutely NO food or drinks in the theater or auditorium will be allowed. Only covered water bottles may be brought in. The Braswell auditorium is brand new and this will be strictly enforced.**
4. Dancers are allowed only one absence **PRIOR** to Tech week. This absence should be used for an emergency or serious conflict only. Detailed Tech schedules will be given out at a later date.
5. Dancers must be ON TIME for all rehearsals. **No one is allowed to miss a mandatory rehearsal at the theater (tech week) for any reason. Those who miss a theater rehearsal will be removed from the show without refund of ticket money or audition fee.**
6. For questions about the schedule, or to notify us of an absence prior to tech week, please send an e-mail to nutcracker@lakecitiesballet.org.

Technical/Theater Rehearsals at Braswell HS – Nov. 24 through Nov. 27:

1. Tech week at Braswell High School begins on Sunday, November 24 with rehearsal every day that week except for Thanksgiving Day.
2. If there is an emergency or serious illness during tech week, the parent must come to the theater in person to notify the director prior to the dancer's rehearsal time. No exceptions will be made during this final week.
3. If a dancer is removed from the show, due to absence or failing to abide by the rules, no refund of ticket money or audition fee will be given.
4. Please supervise your child carefully while at the theater. Do not let them roam the building unsupervised! This is extremely dangerous. An adult must accompany children under the age of 12 at all times at the theater.

Dress Rehearsal – Friday, November 28 at 7:30 pm:

1. **Dress rehearsal is a closed performance.** Two passes per family will be distributed beginning Saturday, November 23 at the studio and at the theatre check in table during tech week. Passes allow two parents or guardians to watch dress rehearsal. Anyone entering dress rehearsal (including siblings) will need a pass to enter.
2. **Dress rehearsal is the first opportunity for dancers to rehearse with live accompaniment! Please show respect for the Lewisville Lake Symphony and refrain from talking in the theatre during rehearsal.**
3. No videotaping or flash photography of the dress rehearsal, or the actual shows, will be allowed. This will be strictly enforced. A professional video is not sold due to copyrighting laws.
4. Full make-up, appropriate hairstyle, shoes, and full costume are required for dress rehearsal. No nail polish or jewelry of any kind, unless part of the costume. **Do not eat or drink anything but water in your costume.**
5. Parents must bring child/children to the theater with hair and make-up already done and wearing the appropriate leotard and tights with a cover-up. **Send street clothes/shoes to wear after costumes are removed.**

Performances – Saturday, Nov. 30 at 7:30 pm and Sunday, December 1 at 2:00 pm:

In consideration of our audience, the following rules must be observed **during the actual performances:**

1. **Performers may not enter the lobby before, during or after the show in costume or make-up!** The only exception are Party Scene Adults and Children who enter, after the audience, from the lobby at the beginning of the production.
2. Parents must refrain from leaving their seat until intermission, unless to remove crying children from the audience during the show.
3. Performers must use the bathrooms backstage only and not the ones used by the audience.
4. Room Moms will supervise all children until the end of the Act they are in.
5. Please make sure your dancer has used the restroom prior to coming to the theatre. Bathroom access at the theatre is EXTREMELY limited.
6. Please send street clothes/shoes for dancers to change into after they take off their costumes.
7. A Police Officer will be stationed outside of the dressing rooms and parents will only be allowed to pick up children at intermission or at the end of the show. **No exceptions.** Parents who leave their seats during the show to pick up children distract the audience. **Parents only must pick up and drop off at the designated area.**

Arrival and Sign-in at the theater:

1. All cast members, including LBT and LBT 2 Company members, will check in each day at the Check-in table located in the theatre lobby.
2. After check-in Sunday through Wednesday, proceed to the theatre house for rehearsal. Parents can stay for rehearsal or pick your dancer up in the theatre lobby after rehearsal.
3. **Friday, November 29 through Sunday, December 1** once checked in, dancers will be shown the correct dressing room for their role.
4. Pick up children at intermission or at the end of the show. **No exceptions.** Parents who leave their seats during the show to pick up children distract the audience. **Parents only must pick up and drop off at the designated area.**

Room Moms:

1. Room Moms are volunteers who agree to sit backstage with their child's group during one of the performances. If a child does not behave appropriately for the Room Moms, the parent will need to stay backstage with their child.
2. Room Moms help put costumes on the dancers and make sure all costume pieces are secured and worn properly.
3. Room Moms bring the dancers to the stage and return them to the dressing room.
4. Room Moms sit with the dancers until intermission if the group is in Act 1 or until the end of the show if in Act 2.
5. **There will be a Room Mom meeting for all volunteers at the theater during tech week to tour the dressing rooms and go over backstage procedures. The Costume Coordinator, Ayu McLeod, will give Room Moms specific instructions at about dress rehearsal/performances at that meeting. See your tech schedule for this time.**
6. All Room Moms need to attend Dress Rehearsal and all of the performances.

Costumes:

Costumes are the property of LBT. Much love and expense has gone into making each and every costume. Please respect and care for them. Each performer must sign a costume contract before the costume can be worn. Treat the Braswell HS facility/dressing rooms with care and respect, as well. We are very grateful to use their facility and appreciate their support. Please go over the following with your dancer(s) at home:

1. Do not eat or drink anything but water in a costume.
2. Try to avoid getting make-up or lipstick on your costume.
3. Do not wear dance shoes outside.
4. Do not sit in a tutu.
5. Return costume and accessories to the proper rack after each use.
6. **DO NOT THROW COSTUMES ON THE FLOOR!**
7. Do not take any costume pieces home without permission from the Costume Coordinator.
8. Refer to the costume notes email for type of shoes needed. If white canvas shoes are needed, order immediately from En L'air; **other shoes to be dyed should be done by the first theater rehearsal.**
9. Extra tights are needed in case of a run.
10. Pointe dancers need new seamed Premier Total Stretch tights by Body Wrappers sold at En L'air.
11. For those dancers not on pointe, new Capezio Pink, non-seamed, non-glossy tights are required.
12. **POINTE SHOE RIBBONS MUST BE SEWN IN FOR THE PERFORMANCE!** See Mrs. Lannin or one of the teachers or older company members if you do not know how to do this.

Volunteers:

This production is made up almost entirely of volunteers! If you would like to help in a particular area (painting scenery, repair work, decorating, concessions, lobby sales, etc.), please contact guild@lakecitiesballet.org or nutcracker@lakecitiesballet.org. Help is always needed with set-up and strike of scenery and costumes.

Please see rehearsal tech schedule for times when you can volunteer and join in the fun.

- All LBT and LBT 2 Company members are required to set-up on Nov. 24 and strike on Dec. 1. Parents are most welcome and encouraged to help.

Tickets:

To meet our \$105,000.00 budget, no free tickets will be given for the show. Tickets for the show are available:

1. Online at www.lakecitiesballet.org or at www.tututix.com
2. All seats are reserved.
3. A limited number of tickets will also be sold at the door.

LBT Miscellaneous Business:

1. It is not too late to be listed in the program as a patron or to purchase an ad. All donations are tax-deductible. Please contact nutcracker@lakecitiesballet.org. **Final deadline for ads is November 1.**
2. Make sure we have all current phone and cell phone numbers in case of an emergency.
3. Please do not ask our New York guest artists for autographs before or during the performance. They are mentally and physically preparing for their performance. Signed items by Ms. Lane and other guest artists are available in the boutique in the lobby.
4. Nutcracker volunteers and staff work very hard for your children. Abusive or rude behavior towards any of our volunteers or staff may result in removal of your dancer from the show with no refund of participation fee or ticket money.
5. All communications with Braswell supervisors during Nutcracker week **MUST** go through the Artistic Director, Kelly Lannin, the Stage Manager, Rachael Clark or the House Manager, Heike Cullum.

COSTUME CONTRACT

All dancers and parents of dancers under the age of 18 must read and sign this form before receiving their costume(s). Parents should reinforce the following rules with their dancer(s)...

1. Costumes and headpieces will be issued to dancers at the theatre. There will be no extra accessories or headpieces at the theater if lost or damaged.
2. There will be **absolutely no** eating or drinking (except water) once dancers are dressed in their costumes. No food or drink (except water) is allowed in the dressing room or the theatre house.
3. All dancers are required to have make-up kits, tights, liners, trunks (if called for by costume notes) and shoes at dress rehearsal and at all performances. Make sure all shoe elastic is sewn before your first theatre rehearsal.
4. Make up, especially lipstick, will stain costumes. It is best to apply lipstick after your costume is on.
5. When dancers are finished performing at dress rehearsal and all performances, your costume(s) should be taken off, hung up and placed on the correct costume rack. Make sure no costume, costume piece or accessory is left behind in the dressing room, or on the floor.
6. LakeCities Ballet Theatre will collect all costumes after the final performance – no costumes should go home with dancers.

Dancer signature

Date

Parent signature (if dancer under 18)

Date