



Ithaca Ballet's Nutcracker 2008 Information Packet



Dear Parents, and Dancers Participating in "Nutcracker 2008",

On behalf of Alice and Cindy Reid, I welcome you to this year's Nutcracker! My name is ANN LYNN and I will be the lead volunteer-stage parent again this year.

This information packet is provided to help you and your dancer navigate and organize the details of rehearsals and performances. Whether you are a seasoned "veteran" or a first-time performer, please review this information packet carefully! This packet provides details specific to **this** year's performance, which may have changed from previous years.

Who to contact?

This is a busy time for everyone, especially Cindy, Alice and Ann.

If you have questions, which are **not** addressed in this booklet you may contact me (Ann) via e-mail: alynn@ithaca.edu (preferred), at home: 257-4757 or at work: 274-1278. In an *emergency* you may call: 592-8227. *Please* try to limit your enquiries to absolute essentials and refrain from contacting Alice or Cindy if at all possible.

How can I help?

Every year we are fortunate to welcome volunteers to make the performances a success. As the volunteer Lead Stage Parent, I will be posting sign-ups for stage volunteers to help at dress rehearsals, performances and to help coordinate carpools for out of town shows. All volunteers will receive a separate information sheet with details after sign-up.

If working backstage is not for you, you can also help by baking cookies and other treats that we sell at all performances, and helping to distribute posters and other promotional materials. Contact me if you can help with these important activities.

COMMUNICATION

Once the cast list for Nutcracker is posted there will be a number of communication routes:

1) Bulletin boards in the studio foyer.

Company members check the *company board* (next to the office)

Guest children check the *school board* (the large bulletin board in the foyer).

It is important to check these two places **first** and **often!** Most information about rehearsals, classes, warm-ups, call times, volunteer sign-up etc. and any **changes** will be posted on these two bulletin boards. Parents and dancers need to know it is **their responsibility** to keep up with this information.

2) E-mail

Once the Nutcracker cast list is known an e-mail list will be compiled. If there are any **major** changes (such as show cancellations due to bad weather or a change of venue) an e-mail will be sent. More minor changes will be posted on the bulletin boards as noted above.

3) Emergencies

In the event of a large, serious, snowstorm an out of town performance may be cancelled. Please remember that we live in upstate NY. We will only cancel a show if it is the type of storm that causes widespread cancellation of many/most community events.

We will notify families as follows:

a) **email**

If the weather looks terrible, please check your email regularly.

b) **Radio stations.**

If you are still in doubt or you yourself have an emergency situation, please call Ann at the numbers listed above.

Dress rehearsals and Performance days:

Warm-up Class: There is ALWAYS a warm-up class before dress rehearsals and performances. For out of town shows this will be at the theater. *Please* check the bulletin boards for times and places.

Call Time: The time dancers are required to be at the theater. This is typically **several hours** before the show is scheduled to begin. "Call" times are clearly marked on the board schedule. Parents are responsible for making sure that their dancers are at the venue at the time indicated.

Out of Town Shows: We will post carpool sheets in the studio approximately 1 week before out of town shows so that parents can organize carpools. You **must** sign your dancer up for a ride or ensure that your dancer is at the venue at "call" time. Please do NOT ASSUME that if you drop your dancer off at the studio the morning of an out of town show that someone will take your dancer to the venue. On performance day, we all meet at the studio at the designated time unless you have **notified** Ann or Cindy that you have made other arrangements.

Food and drink:

Please send food and drink for your dancer on the out of town trips. Generally, we do not have time to purchase food. Place food in leak-proof, easily disposed of containers. Bring a (ziplock) bag for peels and other trash. For shows at the State Theater we ask that you limit the amount of food + drink that you bring, the type of foods (for instance no greasy ranch dressing, ketchup etc.) and remove your trash **promptly**. The dressing rooms are very small and quickly become very messy. No-one wants to sit, slip or be splattered with food or have to deal with a mess.

Dressing room etiquette:

Dressing room space is very limited and has to be shared with several dancers. Please be courteous with your belongings and those of others. Try to bring the minimum amount of "stuff" with you, store coats, bags, boots on racks and shelves rather than dumping them on the floor. Hang your costume up on the hangers provided and place stockings, shoes, ribbons etc. either in a bag on the same hanger or pin with clothes pins to the hanger. Bring your make-up, hair-pins etc. in a small box or ziplock bag with your name on it. Label your belongings. Nothing is more stressful for you (and the back stage volunteers) when you cannot find a costume part and you are meant to be on stage.

Never "borrow" tights, shoes or costume pieces from someone else and if possible, label your belongings (address labels work well for this). *Please*, leave valuables (jewelry, electronics, large amounts of money etc.) at home.

Costumes and Props:

Please read *all* the information provided later in the package. Once you have been issued your costume **you** are responsible for it. Treat it with respect. If you have a quick change backstage, make sure you make arrangements to pick-up your costume later and return it to the dressing room. Back-stage volunteers will be there to help but in the end, **you** are responsible for your costume.

Bring any repair issues to the attention of the wardrobe mistress as soon as possible!

Costumes come either in bags or on hangers. Please do not hang bodices and dresses by the elastics but use the clothes pins and hangers provided. Try to keep your costume items together, on the hanger you received it on.

Props: The props person is in charge of the props and hands them out when needed. Performers should NOT take PROPS into their dressing rooms. They must be returned to the PROP Table immediately after each dance.

PERFORMANCE SCHEDULES & VENUES:

Date	Location	Leave Ithaca	Warm-up At Theater	Rehearsal or Show time	Arrive back in Ithaca
Saturday 11/29	Smith Opera House Geneva	2:45 PM meet at studio	4 PM	4-5 PM	~11 PM
Sunday 11/30	Smith Opera House Geneva	8:15 AM meet at studio	10:00 AM	3:00 PM	6:30 PM
Sunday 12/7	Cincinnatus Central School	8:30 AM meet at studio	10:00 AM	3:00 PM	6:30 PM

Directions: Smith Opera House for the Performing Arts, 82 Seneca, St. Geneva, NY 14456. Head south on N Plain St toward W Court St, (0.2 mi). Turn right at W Buffalo St, (0.6 mi). Continue on Cliff St/RT-96, Follow RT-96 (40.5 mi). Turn left at RT-96/Washington St (0.4 mi). Turn left at W Main St/RT-5/US-20. Continue to follow RT-5/US-20 (6.6 mi). Turn right at Lake St (469 ft). Turn left at Exchange St/RT-14. Continue to follow RT-14 (0.4 mi)

Directions: Cincinnatus Central School, 2809 Cincinnatus Road, Cincinnatus, NY 13040 Take RT 79 east to Whitney Point. At the main stoplight take a LEFT over bridge. Take first LEFT. Take 26, to Willet. At the main intersection in Willet (the Brown Beaver Tavern will be on your left) go straight onto Lower Cincinnatus Rd. This will take you right into the center of town. School is located right next to the Bennett Hotel. Auditorium is in back of school.

Date	Location	Rehearsal or Show	Warm-up	Start Time	Finish Time
Wednesday 12/10	State Theater, Ithaca	Technical rehearsal	Check bulletin board	5 PM	After 8 PM
Thursday 12/11	State Theater, Ithaca	Dress rehearsal	Check bulletin board	5 PM	After 8 PM
Friday 12/12	State Theater, Ithaca	School Show	9:00 AM	10:00 AM	After 12 noon
Friday 12/12	State Theater, Ithaca	Show with live orchestra	6:00 PM	7:30 PM	After 9:30 PM
Saturday 12/13	State Theater, Ithaca	Show	2:00 PM	3:00 PM	After 5 PM
Sunday 12/14	State Theater, Ithaca	Show	2:00 PM	3:00 PM	After 5 PM

TECHNICAL REHEARSAL: COSTUME, NO MAKE-UP

DRESS REHEARSAL: FULL COSTUME, MAKE-UP AND HAIR

Cast party: From 6-9PM on Sunday, December 14 for all dancers, crew, and volunteers. Details will be posted backstage at the Ithaca show, and sent out via email.

NOTES FROM THE DIRECTOR

WARNING: Dancers who have unexcused absences from rehearsals or who are not at the theater at the "Call" time may be dropped from Nuts. We have a limited number of understudies so dancers are expected to perform under almost any circumstance.

Class attendance, Warm-up:

1. All participants must arrive on time for warm-up, DRESSED IN PRACTICE CLOTHES (even when there is dress rehearsal), with hair up and appropriate attire (just like ballet class; NO baggy t-shirts, sweats, etc.)
2. Regular attendance at ballet classes must be maintained, in addition to attending rehearsals.
3. A polite, hardworking, attentive attitude is an absolute must. We are all counting on each other to do our very best.

Absences, Emergencies:

1. ONLY illness or an out-of-town family trip are allowed as an excused absence from rehearsal. (Best friend's birthday party, hockey game, tickets bought for a play months ago, etc., are NOT acceptable excuses.). If a dancer is too ill to dance, but is not bed ridden, please send the dancer to watch the rehearsal. Even if your dancer cannot dance s/he can learn things from observing the rehearsal.
2. When there is an illness or an impending absence, leave a note for Cindy, or email Ann Lynn (alynn@ithaca.edu).

Rehearsals:

1. "AS NEEDED" days on the rehearsal calendar are spaces left open because it is impossible to anticipate now what will need rehearsal the most in the final three weeks prior to performance. We will do our best to inform cast members as far in advance as possible if those rehearsals will require their attendance. Flexibility is most appreciated from cast members and their families. Guest Children WILL NOT have rehearsal Wednesday, Thursday & Friday, Nov. 26-28.
2. The Dress Rehearsals should be treated like a real show. Performers will be in full make-up, hair in place, no curlers or scarves on head.
3. At rehearsal time, children are to be SEATED in front rows of theater, ready to go. They will then receive instruction on how the rehearsal will proceed. They should NOT be running around the theater or loitering in the dressing rooms.
4. At the end of each rehearsal, children are **to wait** to be excused before leaving the stage area. Often after rehearsal Cindy will give "notes" – instructions regarding the aspects of the show that need improvement.

Performances:

1. When the guest children have finished their roles they should remain backstage until intermission or the end of the show. On performance days, if parents want to pick up children who do not perform during the second act, they must wait until intermission. If you are picking up a child before the end of the performance you **MUST** come backstage to get the child. We will not send an unaccompanied guest child dancer out into the theater.

Back stage:

1. Dancers must remain back stage or in their dressing room **until called**. When called, please line up quietly in the hall and wait until sent upstairs. There is to be **no** loitering in the hallway, on the stairs, fire escapes or backstage. Fire marshal regulations require that hallways, exits and stairs remain clear, in case of an emergency.
2. If you have a quick change, you will be shown where backstage to change and volunteers will assist you. Only designated quick changes are allowed to change back stage. All others must return to the dressing rooms until called.

Parents:

1. To avoid distraction to both the Director and the dancers, parents are to keep at the very back of the auditorium when they are in the theater during rehearsals. We prefer that parents not attend rehearsals, unless driving for an out-of-town rehearsal.
2. Parents are not permitted backstage or on stage, even during rehearsals. Please arrange to meet your dancer out front at the end of the rehearsals or performance. The only exception is parents picking up young dancers during intermission of a show, if they are **not** in the second act.
3. The primary job of the backstage parents is to assist dancers to prepare to perform and to assist with the smooth running of the show. Backstage parents are not primarily babysitters or entertainers. If your dancer is likely to have a lot of waiting time backstage, please make sure s/he has quiet, small activities to make the time go faster. If you have a very high energy child who is likely to have a difficult time waiting, consider volunteering to help backstage so that you can supervise your child.
4. It is essential that children be PICKED UP PROMPTLY. Everyone is tired by the end of the day, and it is especially frustrating to have to stay longer because children are remaining at the studio or theater.

Photographing and Filming:

1. A DVD of one of the Ithaca performances will be available for purchase in January. Please contact Alice Reid (257-6066) to order a copy.
2. To avoid distraction to both the Director and the dancers, there will be **absolutely no** videotaping or photographing at any of the stage rehearsals or performances, unless a special photo session has been designated. When the photo session has been designated there will be a 15-minute break after each act at Dress Rehearsal, and parents can take photos anywhere in the theater, but NOT on stage or backstage. Filming and photographing during rehearsals or performances can be *dangerous* to the dancers and the crew while they are changing sets and lights.

Costumes, Props and Make-up:

Please note that all costumes and props will be provided by the Ballet unless otherwise specified. Make sure that your dancer brings the items designated in this packet to each performance. Check your dancer's roles for details.

1. ***Make-up is to be applied at the theater (not at home.)*** Bring make-up items (see below) with you. Help will be provided to those children who need it.

Unless specified otherwise, all dancing GIRL roles need:

1. Pink footed tights & pink leather ballet shoes (NO CANVAS), polished and in good repair, with one elastic strap over instep; Pointe shoes should be covered in calamine lotion.
2. A spaghetti strapped, light-colored leotard. Ideally dancers should have a flesh colored undergarment leotard or flesh colored dance briefs. This is more hygienic (costumes are worn by many people!), dancers do not have to strip naked to change, and this prevents see-through on costumes. You can find these items online at Discount Dance (look at "Undergarments"): www.discountdance.com or at BodyGear.
3. **Hair:** Bring comb, hairspray and gel, ponytail holders, hair pins & hair nets (necessary for buns) Unless otherwise specified wear hair in high, classical bun (not knob-like) with no bangs or frizzies. Stage moms are happy to help with hair. See www.schoolofballetarts.com/bun.htm for instructions.
4. **Make-up:** eye liner, blush, lipstick (reddish rather than pinkish)
5. Bring bag in which to keep street clothes & other belongings during performances
6. If your role requires that pointe shoe ribbon (7/8") is attached to slippers, you might want to use Velcro or safety pins rather than have a second pair of slippers. You can buy pointe shoe ribbon at Discount Dance or BodyGear.
7. LABEL EVERYTHING. Don't send anything to the theater that you cannot afford to miss. Money, electronics, etc may disappear.

Unless specified otherwise, all dancing BOY roles need:

1. Black leather ballet shoes, polished and in good repair, with white elastics
2. A comb and make-up (eye liner, blush and pinkie brown lipstick)
3. A bag in which to keep street clothes & other belongings during performances
4. LABEL EVERYTHING. Don't send anything to the theater that you cannot afford to miss. Money, electronics, etc may disappear.

Special Instructions for Roles

PARTY GIRLS (in "Party")

- Make-up (eyeliner, blush, redish lipstick)
- hair in ringlets (corkscrew curls) -- I will contact new Party Girl moms about hair
- 7/8" pink pointe shoe ribbon attached to slippers
- bring a box with top & bottom wrapped separately in old-fashioned paper
- an "old-fashioned" toy (doll, bear) that fits in box

NOTE: girls who are quick change (e.g. into "soldier") may want to purchase "falls" (a hairpiece with curls) which they can attach below the bun, then remove easily.

PARTY BOYS (in "Party")

- make-up (eyeliner, pinky-brown lipstick, blush)
- white, opaque, knee-hi socks
- white elastics on ballet slippers
- bring a box with top & bottom wrapped separately in old-fashioned paper
- an "old-fashioned" toy (doll, bear) that fits in box

NUTCRACKER

- White ballet slippers

MICE (in "Battle")

- no make-up, hair needed or special leotard

TIN SOLDIERS (in "Battle")

- Make-up (eyeliner, blush, redish lipstick)
- Flesh colored leotard or dance briefs

SECOND CORP SNOW

- Make-up (eyeliner, blush, redish lipstick)
- White dance brief

ANGELS (in "Magic Castle")

- make neat bun on back of head
- Make-up (eyeliner, blush, redish lipstick)
- White leotards provided by Ballet. Dancers cannot wear colored leotard under the one provided.

LAMBS (in "Marzipan")

- do NOT need make-up, hair or special leotard

GINGERETTES (in "Mother Ginger")

- Make-up (eyeliner, blush, redish lipstick)

COFFEE BEARERS (in "Coffee")

- Make-up (eyeliner, blush, redish lipstick)
- Need dance brief (flesh colored dance underwear)

ROSEBUDS (in "Waltz")

- 7/8" pink pointe shoe ribbon attached to slippers
- make-up: eyeliner, blush, pinky lipstick
- neat, high bun

Order of the Show (to help understand rehearsal schedule)

Act 1

- Party Scene
 - Party boys & girls (Including Fritz & Clara)
 - Party parents
 - Party teens
 - Maid
 - Drosselmeyer
 - 1st Act Dolls
- Battle Scene
 - Nutcracker
 - Mouse King
 - Lieutenant Mice
 - Mice
 - Soldiers
 - Dolls & Toys
 - Nutcracker prince
- Snow
 - Snow King & Queen
 - 1st & 2nd Corp Snowflakes
 - A couple of soldiers (Cindy will identify)

Act 2

- Angels
- Magic Castle
 - Sugar Plum Fairy & Cavalier, Principals from: Chocolate/Spanish, Tea, Coffee, Marzipan, Candy Canes
- Chocolate/Spanish
 - Company dancers
- Tea
 - Principals are company dancers
 - Fortune Cookies
- Coffee
 - Coffee (company dancer)
 - Coffee Bearers
- Marzipan
 - Marzipan (company dancers)
 - Lambs!
- Candy Cane
 - Varies
- Ginger
 - Mother Ginger & her ride ☺
 - Gingerettes
- Waltz
 - Dewdrop (company)
 - Demisolists (company)
 - Corp (company)
 - Rosebuds
- Grand Pas de Deux
 - Sugar plum fairy & cavalier
- Finale
 - Dancers from second act