

MID-COLUMBIA BALLET

NUTCRACKER 2011



PERFORMANCE DATES AND TIMES

Friday, December 9, 2011, 7:00 p.m.

Saturday, December 10, 2011, 2:00 p.m.

Saturday, December 10, 2011, 7:00 p.m.

Sunday, December 11, 2011, 2:00 p.m.

Monday, December 12, 2011, 9:30 a.m.

Monday, December 12, 2011, 12:00 p.m.

MOST QUESTIONS ARE ANSWERED IN THIS HANDBOOK

PLEASE READ THIS HANDBOOK CAREFULLY

The NUTCRACKER is produced by the Mid-Columbia Ballet, a 501(c)(3) non-profit corporation, under the artistic direction of Debra Pearse Rogo.

IMPORTANT PHONE NUMBERS

Mid-Columbia Ballet	946-5417
Tri-Cities Academy of Ballet	946-1531

Please check TCAB Bulletin Board and www.midcolumbiaballet.org for rehearsal schedule updates.

INTRODUCTION

Welcome to the Mid-Columbia Ballet's 35th Nutcracker production. Our 1st production of Nutcracker was in 1976 and since that time we estimate that over 150,000 local residents and over 52,000 5th graders have seen this production.

The Mid-Columbia Ballet (MCB) is a non-profit organization, established in 1973 to further the art of dance in the community. The business of the MCB is overseen by a Board of Directors and an Administrative Assistant, Gaye Wutzke. The artistic staff consists of an Artistic Director, Debra Rogo, and an Artistic Assistant, Torrie Mower. The MCB consists of a Senior Company, and a Junior Company. The Senior Company of the MCB participates in an organization of pre-professional dance companies called Regional Dance America. MCB is proud to be a Regional Dance America Honor Company.

The Mid-Columbia Ballet is housed in the Tri-Cities Academy of Ballet facilities, and many of the same people are involved in both entities. It is important to remember that the Tri-Cities Academy of Ballet is a dance school owned by Joel & Debra Rogo and the MCB is a non-profit Ballet Company. TCAB provides rehearsal space and storage facilities, but does not profit from The Nutcracker production.

Everyone is important to the production, and each of you has a part in making this a smooth running show. We need your cooperation. Please, be dependable and helpful in all situations. Show kindness and friendliness to those with whom you work. Cooperation is contagious!

The NUTCRACKER is a large production that requires a strong commitment from dancers, their parents, and many volunteers. The information in this handbook is for everyone and will help insure a professional production. Please read the pamphlet carefully.

MID COLUMBIA BALLET GUILD INFORMATION

The Mid-Columbia Ballet Guild exists to provide financial and volunteer support to the Mid-Columbia Ballet. Each year the Guild commits to raising money and organizing all volunteers necessary to support productions such as Nutcracker. Anyone who wishes to ensure that the Tri-Cities will always have an opportunity to enjoy the cultural experience of ballet is invited to join the Guild. All members are encouraged to attend the meetings and provide input on activities.

IMPORTANT DATES

Saturday	Oct 1	“Get in the Loop” Parent’s back to ballet social
Saturday	Oct 15	Make-up and Nude Leotard order form due
Monday	Oct 24	Performance tickets on sale to cast families only
Tuesday	Nov 1	Guild membership form due to have name included in program
Tuesday	Nov 1	Nutcracker tickets on sale to General Public
Mon. & Tues	Nov 21 & 22	Rehearsals will be held, one act each night, order TBD
Sunday	Dec 4	Realife portraits in costume
Monday	Dec 5	Act I only rehearsal at RHS
Friday	Dec 9	Each Dancer’s Family brings 1 dozen cookies to sell
Friday	Dec 16	DVD Order Form due

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REHEARSAL SCHEDULE INFORMATION

When your child is cast in the Nutcracker, they will receive notification of their part, including Scene and Act information, along with the date and time of their first rehearsal. At their first rehearsal, your child will receive a rehearsal schedule for the first several weeks of rehearsals. All of the Nutcracker rehearsals appear on this schedule. You must be aware of the part, scene and act for your child to be able to read the schedule.

Because we can't know in advance how well your child's scene will progress, schedules for future rehearsals are not available until the last rehearsal on the prior schedule. Read the cast and scene information below carefully to understand when you must be at rehearsals. Please remember that this is a very large cast and it is required that everyone come to their rehearsals so that the production runs smoothly.

Please return the Dancer Cast Form, at your child's first rehearsal.

ACT I:

PARTY SCENE:

Clara
Fritz
Party Children
Party Parents
Maids
Dolls
Drosselmeyer
Nephew

BATTLE SCENE:

Clara
Cavalry
Soldiers
Mice
Rats
Nutcracker
Rat King
Drosselmeyer

SNOW SCENE:

Clara
Ice Fairies
Snowflakes

ACT II:

PALACE SCENE:

Clara
Angels
Fairies
Drosselmeyer

DIVERTISSEMENTS:

Spanish
Bon Bons
Russian
English
Arabian
Marzipan
Chinese
Flowers

FINALE: TO BE ANNOUNCED

Rehearsal schedules will be posted on the bulletin board at Tri-Cities Academy of Ballet and online at www.midcolumbiaballet.org. **Please be sure to check the bulletin board daily for schedule changes.**

Rehearsals for complete Act I and complete Act II will be held the Monday and Tuesday of the week of Thanksgiving. Check the schedule for time and date for each Act's rehearsal.

Starting Monday, December 5, rehearsals will be held at the Richland High School Auditorium.

Your child will be sent a postcard with their role and date of first rehearsal.

Rehearsals prior to Dec. 5

First Rehearsal

- **What you will need:**
 - Please return the completed Dancer's contract enclosed on page 13 at your child's first rehearsal
 - Return Completed Background and Volunteer Disclosure Form on page 14-15 at your child's first rehearsal
 - Please bring a package of bobby pins in your child's hair color or 1 pack of safety pins to be used in production.

Dressing requirements:

- Unless otherwise instructed, all female dancers need to be at rehearsals in black leotard, pink tights, and pink ballet shoes. Male dancers need to be at rehearsals in a tight white t-shirts and black bike shorts.
- **Please see the Underdressing List in the Rehearsal Information section** for costume needs for different parts for dress rehearsals and performances, orders need to be into the Dance Boutique by October 15, 2011.

Rehearsal Requirements:

- It is imperative that your child attends all of his/her rehearsals and performances. Have your child at rehearsals and performances on time, and please pick up your child promptly when they are finished. Every effort will be made to notify you of dismissal time in advance. Performers must remain at rehearsal until dismissed by the Artistic Director. We know that waiting is inconvenient for you, and we greatly appreciate your understanding and cooperation. Any early dismissals must be coordinated with the Stage Manager.

Rehearsals, Dress Rehearsals and Performances Starting Dec 5.

The Stage Manager has absolute authority backstage and in the house (audience). He/she will tell you what you can or cannot do in these areas. Listen carefully to his/her instructions.

Dressing room staff has authority over all activities in their assigned dressing rooms. Costume Department staff will do final costume, hair and makeup checks. Gel and hairspray will be used as needed to prevent whispies.

Remember - respect each other and other people's property. There is no substitute for courtesy and thoughtfulness. Thank you for your cooperation!

For our performer's privacy, no cameras or camera phones are allowed in dressing rooms. To ensure that dancers are ready when needed, we ask for your cooperation in not removing a dancer to the hallway while in costume in order to take photos. For Photo opportunities, see photo and video section page 10.

Sign in and check out information

- **It is imperative that your child attends all of his/her rehearsals and performances.** Have your child at rehearsals and performances on time, and please pick up your child promptly when they are finished. Space is extremely limited and congestion adds confusion. Every effort will be made to notify you of dismissal time in advance. Performer must be accompanied into and out of the building by an adult.
- **Performers must remain at rehearsal until dismissed by the Artistic Director.** We know that waiting is inconvenient for you, and we greatly appreciate your understanding and cooperation. Any early dismissals must be coordinated with the Stage Manager. You may wait in the Chuckwagon area until your dancer is dismissed. Please help keep the halls clear by waiting in this area on rehearsal nights.
- **Enter the theatre through the stage door at the rear of the theatre.** Dancer should initial ONLY their name on the sign-in sheet when you first arrive. Then go immediately to your assigned dressing room and report to the dressing room staff. Remain there until further notice. Anytime you have to leave the dressing room, you are to notify your dressing room staff. They need to know where you are at all times. You would not want to miss your time on stage.
- **Performers will not be allowed to meet their rides in the parking lot.** Children in the green room dressing room must be signed out. Security will not allow unaccompanied children to leave the building. **Performers are to exit through the stage door only.**
- **Please pick up your child promptly at end of rehearsal and performances.** No one will be available to watch performer between performances on Saturday.
- Due to crowded conditions in the dressing rooms, only performers, staff, and assigned volunteers are allowed in the backstage areas. Identifying nametags will be available for these volunteers. Please limit the number of people who are there to pick up dancer.
- **Do not bring family members or friends with you when you are volunteering backstage, or you have volunteer responsibilities during production week.**

Green Room

- Dancer must be signed in and out of green room by an adult; please send note if someone other than parent will be picking your child up.
- Please check lost and found daily.
- Please send only one adult to pick up performer at intermission or after the show. Conditions are very crowded.

December 5-12

Bringing activities to keep quietly occupied is advised for all Green Room dancers. We suggest cards, small board games, sewing projects, coloring books (please no markers), books, and best of all – homework. Green Room volunteers will not be responsible for the loss of any electronic or expensive items such as CD players, video games and cell phones. These are brought at your own risk and if they become too noisy or distracting we will hold them until the end of the evening. We provide some coloring and an ‘I got caught being quiet’ gift draw. **Label all items brought to theatre.**

- Small blankets may be brought to sit on in green room.

December 9-11

- **Dancers are not allowed to exit the backstage area in costume or stage makeup. This is a breach of theatre etiquette.**
- During performance, dancers who are only in Act I may be picked up at intermission. They may watch the remainder of the performance if they have a ticket. They must take off ALL their stage make-up, and be dressed in appropriate clothing for the audience. Please give a note to Green room Coordinator telling them that your child will be attending the performance, bring the appropriate theatre attire, makeup remover, and street shoes, when you drop them off. We will have them changed and ready to be picked up during intermission. Adults are to wait in the hall outside Green Room; we will bring your dancer to you.

Chuckwagon- December 5-8

- On Monday through Thursday of performance week, there will be a concession stand available at the theatre during rehearsals. The purpose of Chuckwagon is to ensure that our dancers have access to healthy food during production week.
- Meals, snacks and beverages will be available for the performers, volunteers and families at a reasonable price. Menu will be posted the week before production week.
- In between stage time, performers will have the opportunity to go to Chuckwagon. Performers will not be able to eat after they have gone through the makeup line for dress rehearsals.
- No food will be available on performance days
- Please notify Chuckwagon staff if your child has any food allergies

There are 3 methods of payment for Chuckwagon.

1. Dancers may pay as they go through the Chuckwagon line.
2. Parents may prepay a set amount at the beginning of the week.
3. Dancers will be able to run a tab for food during production week. The tab must be paid by 8:00 p.m. on Thursday of performance week.

Dressing Requirements:

For dress rehearsals and performances, please be sure that dancers are in appropriate under-dressing. **The Costume Department does not have extra shoes, tights, etc. for dancers who do not have the correct under-dressing.**

December 5-12, Monday through Monday

- **A nude camisole leotard and appropriate tights must be worn by all female dancers. All male dancers will need to wear a tight white T-shirt, black bike shorts.** (note: female dance may wear a black leotard over their nude leotard on Monday Dec 5th & Tuesday Dec 6th.)
- Be sure you have the correct color of tights, leotards, and black socks or tights if your dancer's costume requires them
- Dancer's hair must be in a bun or styled for their part (we have little time to fix any dancer's hair).
- Slippers are required to be worn over ballet slippers and bare feet in all backstage areas. Please bring other shoes for your child to wear out of the theatre.
- **Do not eat or drink anything while wearing costume.**
- Be quiet and calm while in your costume. The Costume Department volunteers need to make sure your costume looks stage ready before you leave the room.
- Take off your costume as soon as you have completed your performance.
- Neatly hang or fold all parts of your costume before leaving the dressing room in order to keep it looking fresh and unwrinkled.
- Please report any repairs or cleaning that is needed to your dressing room staff. We do not want to put away dirty costumes!

UNDER-DRESSING LIST FOR DRESS REHEARSAL & PERFORMANCES

The following list is not all-inclusive. Because of casting and costume changes, other parts may require under-dressing changes. Dancers will be notified of any other under-dressing needs.

Role	What you need to wear to the Theatre	Tights	Shoes
Party Boy	Tight White T-shirt, Black bike shorts	To be determined when costume is selected.	Black Ballet Slippers (May use MCB stock. Will need to be fitted at costume fitting)
Party Girls	Nude colored camisole Leo style Capezio 49 available in children & Adult sizes	C9c, C9, C45,A45 ballet Pink	Black Ballet Slippers (May use MCB stock. Will need to be fitted at costume fitting)
Mouse	Same as above	No tights needed	Black Ballet Slippers or Black Jazz shoes (May use MCB stock. Will need to be fitted at costume fitting)
Soldier	Same as above	Black knee high socks	Black Ballet Slippers or Black Jazz shoes (if you own a pair)
Ice Fairies	Same as above	C9c, C9, C45,A45 ballet Pink	Pink Ballet Slippers
Angels	Same as above	C9c, C9, C45,A45 ballet Pink	Pink Ballet Slippers
Fairies	Same as above	C9c, C9, C45,A45 ballet Pink	Pink Ballet Slippers
Arabian	Same as above	C9c, C9, C45,A45 ballet Pink	
Bon Bon	Same as above	C9c, C9, C45,A45 ballet Pink	Pink Ballet Slippers

General Information

- Please walk at all times in the backstage halls and rooms and be as quiet as possible.
- If you should drop food or drink (even water) on the floor, please clean it up. Slippery spots are dangerous. If you cannot clean it up, report it to your dressing room staff.
ABSOLUTELY NO GUM!!
- Costumes are not to be taken out of the theatre. All alterations will be made by the company's Costume Department personnel.
- Please keep backstage areas neat and clean.
- Label all items brought to the theatre.
- Performers are not allowed to exit into the house with stage makeup on. Dancer should blend into the crowd.

Makeup

- **Starting Wednesday, December 7**, please come to all performances and dress rehearsals that require make-up with a neutral skin tone foundation and mascara already applied.
- **Make-up Kit order forms page 12.**
- **All performers are required to have their own make-up kit.** Siblings may share. Boys do not need lip liner, but do need eyeliner.
- Please bring the following items for your own personal use:
 - A. Cleansing cream and tissues for removing make-up.
 - B. Button or zip shirt to wear while make-up is applied.
 - C. Dancers must come with hair in proper hairstyle for their role. Bring extra hairpins/nets etc. for touchup.
- Remove all nail polish and jewelry at home. Bring case for glasses. They will not be allowed on stage.
- Please only send the approved make-up.
- Performers are responsible for bringing their makeup to all rehearsals and performances during performance week.

Friday, December 9, Gift Exchange

It is a tradition for performers to exchange good luck gifts during performances. This is a **VOLUNTARY** exchange. Typically, mice exchange with mice, angels with angels, etc. The gifts are small, usually something to do with the Nutcracker theme. Anything that can be an activity is appreciated by the volunteers. Candy is used, but we hope not too much. Do not feel obligated to go to great expense.

Photos and Videos

A professional photographer will be available to take individual portraits of performers in their costumes. Photos will be taken at Tri-Cities Academy of Ballet in Richland on Sunday, December 4th. A flyer will be sent home with the dancers with information about signup slots and cost. A sitting fee of \$3.00 per sitting is due at the time of signup.

On Sat., Dec. 10, from 4:00pm to 4:30pm, between performances, the stage will be available for personal photography.

A DVD of NUTCRACKER will be available. Orders are due by December 16th, 2011. Please, remember that all rehearsals at the auditorium are closed to everyone except cast and crew.

Flowers

- For many it is customary to send flowers to a performer.
- Flowers can be ordered through the Mid-Columbia Ballet Guild for delivery to dancers during performances. You can choose the performance that they will be delivered at. Flowers need to be ordered by **TBA**, please check date on forms available on the bulletin board. Because of the contract with Just Roses, only flowers ordered through the Guild or purchased in the lobby can be delivered back stage by our flower staff.
- Flowers will be presented in dressing rooms shortly following intermission.

Nutcracker Memorabilia

Mid-Columbia Ballet Guild will have Nutcracker t-shirts, sweatshirts, etc. available to preorder. In order to insure that you receive your memorabilia in a timely manner, these must be preordered by **TBA**, please check date on forms available on the bulletin board.

Sample Production week schedule

Monday	3:45pm – 4:45pm Warm-up (MCB Sr) at TCAB 4:45pm Green room opens, please do not bring your child earlier than this 5:00pm Check In Act I 5:30 - 8:30pm Act I
Tuesday	3:00 - 4:00pm Warm-up (MCB Sr) at TCAB 3:45pm Green room opens, please do not bring your child earlier than this 4:00pm Check In Act II 4:30 - 7:00pm Act II 6:00pm Dismiss Palace Sc 7:00pm Check In Act I 7:30 – 9:00pm Act I
Wednesday	4:00pm – 5:00pm Warm-up (MCB Sr) at TCAB 4:30pm Green room opens, please do not bring your child earlier than this 4:45pm Check In Act I 6:15 - 7:30pm Act I 6:30pm Check In Act II 7:30 - 9:00pm Act II
Thursday	4:30pm – 5:30pm Warm-up (MCB Sr) at TCAB 5:15pm Green room opens, please do not bring your child earlier than this 5:30pm Check In Act I 7:00 - 8:15pm Act I 6:30pm Check In Act II 8:15 - 9:15pm Act II
Friday	4:45 – 5:45pm Warm-up (MCB Sr) at Theatre 5:15pm Green room opens, please do not bring your child earlier than this 5:30pm Check In Act I 6:30pm Check In Act II 7:00pm CURTAIN
Saturday	11:30 – 12:30pm Warm-up (MCB Sr) at Theatre 12:15pm Green room opens, please do not bring your child earlier than this 12:30pm Check In Act I 1:30pm Check In Act II 2:00pm CURTAIN 4:15pm Green room CLOSES
Saturday	5:15pm Green room opens, please do not bring your child earlier than this 5:30pm Check In Act I 6:30pm Check In Act II 7:00pm CURTAIN
Sunday	12:00 – 1:00pm Warm-up (MCB) at Theatre 12:15pm Green room opens, please do not bring your child earlier than this 12:30pm Check In Act I 1:30pm Check In Act II 2:00pm CURTAIN
Monday	7:30 - 8:30am Warm-up (MCB Sr) at Theatre 7:45am Green room opens, please do not bring your child earlier than this 8:00am Check In Act I 9:00am Check In Act II 9:30am CURTAIN 12:00pm CURTAIN 1:00PM Pick-up time for Act I 1:30PM Pick-up time for Act II

**NUTCRACKER 2011
DANCE BOUTIQUE ORDER FORM
STAGE MAKE-UP**

This year there will be NO community makeup. Mid-Columbia Ballet requires a stage makeup kit for all performers. In the future you can use this kit and additional/lost/damaged pieces may be ordered. Kit includes: lipstick, lipliner, blush, eye shadow, eyeliner and a cosmetic container that will have the dancer's name on it. This is high quality makeup especially created for the stage (siblings may share make-up kits).

Your own foundation and black waterproof mascara need to be applied before coming to the theatre.

NUDE LEOTARD

All female performers will be required to wear a nude leotard underneath their costume.

DEADLINE TO PLACE YOUR ORDER IS SATURDAY, OCTOBER 15

Pick-up your merchandise the week after Thanksgiving

Dancer's name _____

Phone number _____

Email address _____

ITEM ORDERED	PRICE	QUANTITY
Stage Make-up Kit: incl. all below make-up	\$30.00	
If you need to replace a single item you can order from the list below.		
Make-up tube	\$5.00	
Eyeshadow	\$5.00	
Eye Liner	\$5.00	
Lip Liner	\$5.00	
Blush	\$5.00	
Lipstick	\$5.00	
Nude Leotard – Small Child	\$15.50	
Nude Leotard – Intermediate Child	\$15.50	
Nude Leotard – Medium Child	\$15.50	
Nude Leotard – Large Child	\$15.50	
Nude Leotard – Petite Adult	\$18.00	
Nude Leotard – Small Adult	\$18.00	
Nude Leotard – Medium Adult	\$18.00	
Nude Leotard – Large Adult	\$18.00	

Do not write a check, payment due when you receive merchandise.

DANCER'S CONTRACT/ VOLUNTEER REFERENCE FORM

Please fill in the following form and return it by **your child's 1st rehearsal**, to TCAB, with a pack of bobby pins in your child's hair color or 1 pack of safety pins. **One form should be filled out for each child.**

My Child's Name _____

has been cast as _____

Her/His part is in which Scene _____

Act _____ Is this your child's first Nutcracker _____

Mother Name: _____ Home or Cell Phone: _____

Father Name: _____ Home or Cell Phone: _____

E-mail address for parents: _____

It is essential that parents volunteer throughout Production week. It takes approximately 100 volunteers back stage each rehearsal and performance to run the show. Be prepared to volunteer at least 5 of the rehearsal and/or performance nights.

Please choose 1 of the departments below to volunteer in. A department head will contact you early to early November to get you on the volunteer schedule. Before that time you should by tickets for the performance you and your family will like to watch.

We will only ask you to be there when your dancer is called to rehearsal or performance.

Stage Crew _____ Time frame: Set up weekend before production week.
Monday – Monday of Production week. Take down Monday after the school performance.

Costume _____ Time frame: Monday – Monday of Production week.

Green Room _____ Time frame: Monday – Monday of Production week.

Make-up _____ Time frame: Wednesday – Monday of Production week.

Front of house _____ Time frame: Monday – Sunday of Production week.

For 1st time volunteer's only!!
Due at child's first rehearsal

BACKGROUND CHECK AND DISCLOSURE FORM

Dear Mid-Columbia Ballet Volunteer:

In accordance with Washington law (RCW 43.43.832), Mid-Columbia Ballet (MCB) will perform a background check on all volunteers through the Washington State Patrol. We regret that we feel the need to do this, as it may seem harsh, but please understand that we only have your child's best interests in mind. The Boy Scouts of America, The Boys and Girls Clubs, Richland School District, The Tri-Cities Youth Soccer Association, as well as many other organizations do this kind of background check on their volunteers.

Following is a Volunteer Disclosure Statement we request you complete, sign and return to the MCB. Mark Triplett, through the Washington State Patrol, will conduct all background checks; Mark is a member of Mid-Columbia Ballet's board of directors for the. Only he will be privy to the information and the results. The results will be returned to him in a yes/no format, no other information is disclosed. MCB will notify you within 10 days after receipt of the State Patrol's response.

As required by law, MCB will use the information obtained solely for the purpose of determining whether and how to utilize a volunteer and will not further disseminate or use the information.

We understand that may be controversial and appreciate your cooperation with this procedure; it will help our organization fulfill its obligation to safeguard the dancers whose care you have entrusted to MCB. Please return the attached form, sealed in an envelope. We thank you for your time and efforts as a volunteer. Your contribution is truly appreciated.