

# NUTCRACKER!

## THE MAGICAL CHRISTMAS BALLET



### DAY OF PERFORMANCE FACT SHEET

One to two weeks prior to your performance you will receive an email giving you the schedule for performance day. You will also hear from the NUTCRACKER! Ballet Wardrobe Department who will provide confirmation of the schedule and additional information.

Only designated volunteers and teachers are allowed backstage and in dressing room. No other parents are allowed in these areas prior to performance, during intermission or after performance. No photography is allowed except inside the dressing room. Children will be signed out and brought to the parents. There is no exception.

#### Arrival at Theatre and Check In

- School director, teachers and volunteers arrive 15 minutes before cast
- Children will arrive at the venue 6 hours before curtain dressed in tights, camisole or leotard based on costume information sheet. All must have makeup and hair done.
- Teachers and volunteers will meet them at entrance and check them off on cast sheet form before they're led to the dressing room. This timing may be altered by Wardrobe Mistress. No child should go to the dressing room before being signed in.
- Children will remain backstage at the venue until the end of the performance.
- Teachers should bring masking tape, a small microphone, cast list to put on the wall. Use the masking tape to mark off areas where dancers can sit. Microphone is to speak with the children if you have a large cast. Please note that when performance begins microphone might be heard so use it only before performance to get cast in order.

**The Wardrobe Mistress is the Supervisor for the day and will set the rules. Please help her and yourself by supporting her efforts.**

#### Arrival in Dressing Room

Wardrobe Mistress will begin costume fittings for each role at a time.

The cast role will be called and all children should line up when called in height order.

Teachers and/or volunteers should bring name tags with name of child and role(s). These will be used to put on the hanger for each costume (use safety pin on hanger – never on costume)

#### Photography

- Once each cast is fitted for costume they will be have professional photography done.
- A teacher should take them to the area and pose them for photographer.
- After photography dancers go back to dressing room and volunteers hang up costume with all accessories on hangar.
- The responsibility of making sure everything is on the hangar before and after performance will be the volunteers under the direction of wardrobe mistress.

### **Rehearsals with Ballet Company**

- Rehearsal time on stage with NUTCRACKER! Ballet is flexible and Wardrobe Mistress will tell you when it will take place.
- Dance teachers must be available and responsible to help during rehearsal.
- Teachers cannot go on stage during rehearsal. Audition director will rehearse children. Teachers should be in the wings preparing dancers on their entrance.
- No heels are allowed on the theatre stage
- Audition director will go over bows. Teachers are also brought on stage for bows.

### **Performance**

- Show call is 1 hour before performance. Dancers should be warming up.
- Wardrobe Mistress will let each cast know when they should get into costume for their performance.
- All schools need to put up a performance sheet up in dressing room. Sample will be emailed.
- Two volunteers need to be responsible for lining up children and bringing them to the stage wings in time for their entrances.
- Cast must remain in line and quiet, ready for their entrance
- The volunteer on each side of the wing will act as usher to bring cast back to the dressing room.
- All dancers should be lined up and ready to be lead to the stage entrance. They should know their music counts and entrance cue.
- The dance teachers must be the same teachers that rehearsed the cast.
- A dance teacher and volunteer must be stationed on each side of the wing. The dance teachers remain at the wing throughout the entire performance to help cast count music and enter stage on cue.
- **If cues are missed, dancers cannot enter the stage and will miss their performance. No refund for tickets will be issued for this.**

### **After Performance**

- After performance all costumes are taken off, hung on the hanger with their name and given to the wardrobe mistress.
- **No one leaves the dressing room until all costumes and accessories are accounted for.**
- **All dancers must be signed out before leaving dressing room.**