



Ballet West The Nutcracker 2019

Congratulations! You have been cast in the 2019 Ballet West production of The Nutcracker, presented in Alaska by Anchorage Concert Association. This handbook has many important pages. You will find policies and details for Ballet West's Nutcracker that will help you and your dancer be successful. Most of your questions will be answered in these pages.

It is important to understand that Nutcracker rehearsals and performances take priority over other activities. If you know now or if you anticipate your dancer cannot keep this Nutcracker commitment, please step aside and allow another dancer this wonderful opportunity. It is a privilege to participate in Ballet West's production. This is an exciting and memorable experience for everyone involved. If you find that this professional experience is not for you please let Alaska Dance Theatre know as soon as possible.

The biggest question is always contact information. All questions should be directed to Alaska Dance Theatre. The best way to contact them is via phone (907) 277-9591 or email nmaple@alaskadancetheatre.org.

Attendance Policy: Dancers chosen for the production must attend all rehearsals, costume fittings, and performances they are assigned. We appreciate all of our performers who honor the commitment they made to be in the production.

We are aware that illness and emergencies happen. Please notify Alaska Dance Theatre as soon as possible if you are ill or have an emergency. If illness is prolonged more than 1 rehearsal or performance, a doctor's note is necessary.

Guidelines for illness:

- Fever
- Nausea and vomiting
- Diarrhea
- Productive Cough

Rehearsals will be managed very tightly; please arrive 15 minutes prior to your rehearsal. This way you have plenty of time to be prepared to begin rehearsal on time.

If your dancer arrives to rehearsal or performances ill, Alaska Dance Theatre and/or Ballet West will send your dancer home immediately. It does not matter if this occurs on the one performance your entire family bought tickets to see your dancer perform. This is for the health and safety of the other dancers including the professional dancers, backstage crew, and all personnel that work at the theatre to make each performance successful. If your dancer is sent home sick, they must have a physicians' note in order to return to rehearsal and/or performances. There are no exceptions. This is Ballet West policy for all performers, both professional and students.

Casting: Dancers are not allowed to pick their role or their performing cast. Dancers will be cast as best befits their abilities within the production. All casts do not have the same amount of performances. Performance dates are determined by Ballet West Artistic Staff as well as the Wardrobe and Production Departments.



Costume Policy: Ballet West Wardrobe Supervisor assigns all costumes. Changes in costume, makeup, and hairstyle, are not allowed except by Ballet West Artistic Staff and Wardrobe Supervisor; not performers or their parents.

Costumes are the property of Ballet West. Costumes and all costume pieces must remain in the theater at all times. All repairs must be reported to the Wardrobe Supervisor at the end of each performance. Accidents do and will happen to costumes. A Dancer will never be in trouble if their costume needs a repair. However, a dancer will be in trouble if they do not inform the Wardrobe Supervisor that their costume needs a repair. If an emergency occurs, please tell a dresser or Ballet West Staff as soon as possible. All repairs and emergencies will be solved by Ballet West staff.

All costume pieces are numbered. Each Dancer will be assigned a costume number during their scheduled costume fitting. Dancers wear the same costume for all of their performances. Hangers are to remain on the costume rack. Remove costumes from hangers one at a time. Leave all hangers on the racks. After performing, dancers are required to hang up their costume(s), with all the costume respective pieces as they were instructed to do so during their costume fitting.

All casts share all costumes. Laundered items are washed when possible with each cast change but all other costume pieces are only cleaned once a year. A daily bath or shower and use of a good deodorant/antiperspirant are therefore required by all dancers (this includes children). It not only makes the costume more pleasant to share, but helps to prolong the life of the fabric in the costume. Perfumes and scented oils are not allowed. And don't even THINK of bringing a Sharpie Permanent Marker anywhere near a costume.

Costume/Makeup/Shoe Requirements: Please follow the directions below to the Nutcracker parent info pages on the Ballet West website for detailed requirements for your dancer's role.

Step 1: Visit www.balletwest.org

Step 2: Scroll to the bottom of the page

Step 3: Click on the words PARENT INFO

Step 4: The access password for *The Nutcracker* is: **firstnutcracker**

Step 5: Scroll down on the menu and click on "Costumes, Makeup, & Hairstyles"

Dressing Rooms: Dressing room assignments are made by the Wardrobe Supervisor to facilitate distribution of costumes in each theater. Dressing room space is very limited in most theaters and there is very little privacy in the children's dressing room. Dancers are required to underdress their performance clothing - Girls must wear their performance leotards and tights to the theater. Boys must wear their performance T-shirt and performance tights or bike shorts under their street clothes. This eliminates the problem of undressing in front of others. Restroom facilities are limited; therefore changing will not be permitted in restrooms.

Dance Bag: All Dancers should have a bag they bring to and from rehearsals and performances. Dancers should have rehearsal/ballet shoes, appropriate rehearsal clothing and props needed for rehearsal. All items should be labeled with the dancer's name. The bag should be big enough to store "street" clothes completely during rehearsal. This prevents personal items being mixed together and allows the dancer to always be prepared.



Each dancer is required to have their own supplies in their dance bag for rehearsal and performances. Inside their bag should be a label with their name. Alaska Dance Theatre and Ballet West are not responsible for unmarked or misplaced bags and belongings. All items inside the dance bag must be labeled. Following is a list of items that are required for dress rehearsals and performances:

- For makeup call, bring a robe, zip up hoodie, or an old over-sized button down shirt that opens in the front.
- Two pairs of performances shoes are required (1 pair can be an older pair). Dancers who are required to wear dyed shoes only need one pair, and they must be kept at the theatre until their final performance.
- Makeup remover or unscented baby wipes
- Kleenex
- Mirror
- Sewing kit with safety pins, needle, thread, and scissors
- Comb and/or brush
- Hairpins and hairnets that match the dancers hair color – if required for performance hairstyle
- Hairspray
- Chapstick or Vaseline for lips
- Extra pair of clean tights/leotard and/or bike shorts/t-shirt depending on role requirements
- Quiet book or game (no electronic devices are allowed at the theatre)
- Water bottle

Label Everything: Remind your dancer to label everything from ballet shoes, tights, and jackets to schoolbooks and mobile phones. While your dancer may be able to identify their own belongings, others will not know who to return the lost items to unless they are labeled. Please leave all valuables home!

Life Threatening Allergies or Medical Conditions: If your child has a life threatening allergy or medical condition such that he or she carries lifesaving medication (for example an "Epi Pen") or critical medical equipment (such as a pacemaker or insulin pump), please contact Alaska Dance Theatre. A further conversation may be necessary to discuss safety concerns as well as solutions that will allow your child to perform with Ballet West.

Makeup and Hair: After each performance, before leaving the theatre, all performers must remove their makeup and take their hair down or cover it with a scarf or hat. This helps add to the magic of the Nutcracker.

Hair spray should be used BEFORE costumes and/or costume pieces are put on. Be considerate when using hair spray in the dressing room. It can damage contact lenses and trigger asthma episodes.

Rehearsal Attire & Props: All dancers must attend rehearsal in appropriate clothing, and hair styles.

- Girls: Wear leotard, tights, and ballet shoes (except Ladies in Waiting; they should wear character shoes), hair in a bun, stud earrings only.
 - How to do a Classical Ballet Bun, step by step: <http://vimeo.com/96664653>



- Boys: Wear a trim fitted t-shirt, tights, sweats or bicycle shorts, and ballet shoes (except for the Nephew; he should wear jazz shoes). Hair should be combed and styled nicely.

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| Act 1, Scene 1 | Clara, Party Girls, & Party Princess | Should also wear a knee length circle skirt and bring an old doll to use as a prop. |
| | Fritz & Party Boys | Should bring something they can hold in their hand to act as a toy horn (paper towel insert or short PVC pipe 12" with capped ends). |
| Act 1, Scene 2 | Soldiers | Bring a 2½ ft long pole 1 inch in diameter with smooth ends (a wooden dowel or PVC pipe with covered ends). |
| Act 2 | Ladies in Waiting | The performance prop is heavy, and dancers must have time to build strength to hold the prop throughout Act 2. It is important they bring a 3-pound weight to hold. Even better would be to attach a 3-pound weight to the top of an upside down broom. |
| | Servants | Bring a mask to wear |

All Dancers must enter and exit the Theatre in "STREET" clothes, with dance clothes fully covered with street shoes on. This is a professional production. It is unprofessional to wear dance clothing in public and rather tacky. Further, in inclement weather, dancers need to be appropriately clothed. Let us keep our children safe and healthy this season.

Performance Shoes: The wardrobe department does not repair shoes. Remember, all roles are required to have two pairs of shoes (except Mice Servants, Butlers, Carolers, Vendors, and Ladies in Waiting) in their dance bag for just this reason. If your role requires dyed elastics, Ballet West will provide them at your costume fitting. It will be the dancer's responsibility to sew those elastics on their shoes.

Souvenir Merchandise: If you are interested in purchasing Ballet West Nutcracker souvenir merchandise. Please see the attached form and visit the parent info pages on the Ballet West website. Please follow the directions below to visit the parent info pages. The deadline to order merchandise is Friday September 27, 2019.

- Step 1: Visit www.balletwest.org
- Step 2: Scroll to the bottom of the page
- Step 3: Click on the words PARENT INFO
- Step 4: The access password for *The Nutcracker* is: **firstnutcracker**
- Step 5: Scroll down on the menu and click on "Nutcracker Cast Souvenir Clothing"



SOCIAL MEDIA INFO: If you would like connect with other Nutcracker Parents & Kids Cast Members and Tweet about your Nutcracker experience, follow Ballet West on Twitter! Use @BalletWest1 and use the hashtag #BWNutcracker. **ALL Ballet West Nutcracker Student Cast Members, Parents, AND Chaperones are required to follow the policies below:**

1. **NO photos are allowed during rehearsal or costume fittings, in the dressing room or backstage. Dancers, parents, and chaperones are not allowed to take pictures of themselves in costume at any time or otherwise without written approval from Ballet West. NO PHOTOS!**
2. **Electronic devises are not allowed in the dressing room at any time! If a dancer needs to text or make a call, they are required to ask permission!**
3. **NO food or liquid, except water, is allowed in the dressing room!**
4. **Student performers are not allowed to approach Ballet West company dancers for any reason.**

PLEASE respect the policies of Ballet West and AGMA (Ballet West company dancers union), as well as Alaska Dance Theatre. All these groups of people dictate policies that Ballet West is required to follow as well as any dancer, student, parent, and chaperone backstage involved in the production. Anyone breaking these policies will be dismissed from the production.

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Anchorage Concert Association/Ballet West/Alaska Dance Theatre, Inc.

Liability Waiver and Consent Form- Nutcracker Participation

I am the parent or legal guardian of _____ (print child's name), and have the authority to agree to this liability waiver and consent.

I want my child to participate in the 2019-2020 season's production of Anchorage Concert Association's THE NUTCRACKER BALLET ("The Nutcracker"). I agree to allow my child to perform in Ballet West's production of THE NUTCRACKER BALLET. I also agree to allow my child to attend all rehearsals, performances, and other events or activities that the Anchorage Concert Association may require as a condition of my child's participation in The Nutcracker.

I agree that, as a condition of my child's participation in The Nutcracker, I have, on behalf of my child and myself, assumed all risks associated with my child's participation in The Nutcracker. I understand that these risks include the risk of personal injury and property loss resulting from any cause whatsoever as part of my child's participation in THE NUTCRACKER BALLET, including performances, rehearsals and related or associated activities.

I acknowledge and agree, on behalf of my child and myself, that neither Ballet West, the Anchorage Concert Association, nor the Alaska Dance Theatre, Inc. nor any of their employees, volunteers, Directors nor agents shall be liable for any injury or loss, including death, sustained by my child or me as my child's parent or legal guardian in connection with my child's participation in The Nutcracker. I understand that this waiver includes and applies to any injury or loss sustained during performance, rehearsal, or any other related or associated activity, howsoever caused, whether by negligence on the part of Ballet West, the Anchorage Concert Association or the Alaska Dance Theatre, Inc. and/or their employees, volunteers, Directors or agents or otherwise.

I understand that in order to properly instruct my child and to properly prepare my child for his/her participation in THE NUTCRACKER BALLET, appropriate physical contact customary for dance instruction between my child and Ballet West and Alaska Dance Theatre, Inc. instructors is necessary. I consent, on behalf of myself and my child, to such appropriate and customary physical contact as is considered necessary by the instructor.

I consent, on behalf of myself and my child, to the taking and use of photographs, videos, and otherwise capturing, creating, and storing images of my child for use by Ballet West, Anchorage Concert Association or the Alaska Dance Theatre in promoting their organizations, activities and events in any medium, without charge to them.

I understand in the event of a medical emergency involving my child, reasonable efforts will be made to contact me at the phone number(s) listed below. In the event that I cannot be reached, I authorize each the Anchorage Concert Association and/or Alaska Dance Theatre, Inc. and each of their agents and/or employees to secure emergency transportation and medical assistance and consent to all medical care and treatment for my child as deemed necessary by qualified medical care providers.

I have completely read, reflected upon, and understand the terms of this Liability Waiver and Consent Form and voluntarily accept those terms.

Print Parent or Guardian's Name

Parent or Guardian's Signature