

URBAN NUTCRACKER PRODUCTION PACKET 2020



PRODUCTION SUMMARY CHECKLIST & PACKET

PERFORMANCE DATES:

IMPORTANT DEADLINES:

GENERAL DRESS CODE GUIDE for studio and theater:

REHEARSAL RULES :

IMPORTANT PARTICIPANT INFORMATION:

DIRECTIONS:

[COMPLETE AND RETURN TO BALLETHNIC](#)

FORM I- PARTICIPANT AGREEMENT AND PERMISSION FORM:

FORM II-PHOTO RELEASE FORM:

FORM III-PARENT VOLUNTEER CONTRACT FOR BDC PRODUCTION FORM:

FORM IV-SCHOOL SHOW PARTICIPATION FORM: N/A 2020

FORM V-VOLUNTEER THEATRE WEEK SCHEDULE:

[COMPLETE AND SUBMIT TO STUDENT'S TEACHER/SCHOOL](#)

SCHOOL SHOW NOTIFICATION FORM:

URBAN NUTCRACKER PRODUCTION PACKET 2020

PERFORMANCE DATES:

Dec. 10th Thursday

Access 5:45pm

Full Dress (Closed to the Public)

Urban Nutcracker Act I and II Cast A

December 11th Friday Dress Rehearsal (Closed to the Public)

Urban Nutcracker Act I and II Cast B

December 12th Saturday 2020

Matinee 2pm

Urban Nutcracker Act I and II Cast B

December 12th Saturday 2020

Opening Night 8 pm

Urban Nutcracker Act I and II Cast A

December 13th Sunday 2020

Matinee 3 pm

Urban Nutcracker Act I and II Cast B

URBAN NUTCRACKER PRODUCTION PACKET 2020

Performance Location _____

Please review Rehearsal and Theatre Week Schedules carefully!

■ Turn in your **Participation Agreement and Permission Form***, **AND** pay your **participation fee** before the first scheduled rehearsal.

Participant Fees*: (Includes costume & set renovation fee, and 1-2 **mandatory** classes for 2 months)

Not currently enrolled students under 18.....\$350

Enrolled students under 18.....\$150

Adult student/non-guest artist\$ 60 (participation fee - *Covers
Costume & set renovation fee only*)

Adult student/non-guest artist.....\$75/mo. (1-2) classes/wk

■ All age participants (per family) are **REQUIRED** to sell no less than **5** tickets (at Ballethnic's group rate price=\$_____ each). Tickets must be sold or advance ticket money due _____ deadline. Meeting the _____ deadline allows you to receive (2) complimentary general public tickets. **Tickets can not be purchased at Ballethnic.**

Tickets can be purchased at www.eventbrite.com

IMPORTANT DEADLINES:

■ Turn in the following items by the designated deadline:

1. **Volunteer Contract** due by **1st Friday in November**. Volunteering for Backstage or Front of House is required and expected for all parents of participants. **If you're unable to volunteer your time, you are expected to meet your commitment and give support by providing a \$75 contribution.** All Urban Nutcracker items are due by **2nd Friday in November**. [UN Sarah or 2 pair special shoes] (see pg 2); **all items are due by 6PM on 2nd Friday in November.**
2. Please adhere to BDC dress code and other costume guidelines as indicated.
3. Completed **Volunteer Performance Week Schedule** due on or before **2nd Friday in November**.

Other important reminders:

■ Attend scheduled **mandatory** fittings, makeup & dress rehearsal sessions for your role(s).

■ Makeup orders must be submitted and paid for by **1st Friday in November**.

■ All cast must have an age appropriate **makeup case/carrier** with required makeup and supplies ready for inspection the **December 4, 2020**. Failure to comply will result in a \$20 fine (no exceptions).

■ **No rehearsals missed after the second Friday in November.**

URBAN NUTCRACKER PRODUCTION PACKET 2020

GENERAL DRESS CODE GUIDE for studio and theater:

Dress Code Attire:

(Ladies)

- Short sleeve black cotton leotard (no panties underneath)
- Flesh tone convertible tights
- Body Wrappers Total Stretch Coffee BWA81(Adults) BWC81(Children)
- Body Wrappers Total Stretch Tan BWA81 (Adults) BWC81 (Children)
- Flesh tone (sprayed) ballet shoes (spray may be purchased at BDC)
- Capezio style camisole leotard for ALL GIRLS, regardless of age

(Gentlemen)

- White t-shirts; Black ballet shoes; dance belt
- Black boys/men's tights (Capezio #10, thick with back seam)

(Ladies and Gentlemen)

- Cover-ups/sweats (to be worn outside of studio); Socks and street shoes

Grooming:

- Hair pulled back off the face with black, plain elastics only (no scrunches or scarves)
- Bun style required for class & performance; secure with hair/bobby pins, gel or spray, and same color, thin hair net.
- Braids for performances must be approved by directors prior to performance.
- No jewelry (Exception: some roles may require rhinestone earrings).

Dance Bag and/or Basic Makeup Caboodle should contain: personal hygiene items, hair grooming supplies, required makeup supplies, sewing kit (for pointe shoes only) extra shoe spray. **Label all items. Tights that are turned in will remain at the theater until the end of production.** Check dance bag/caboodle regularly to replace supplies and freshen up leotards and tights.

Specific Costume Items for Special Cast Roles

- a) Sarah, Sarah's Friends, Little Girl, Snow, Flowers and Coke – 1 pair of rhinestone earrings
- b) Sarah – A second pair of ballet shoes for spraying and decoration by BDC wardrobe
- c) Rats, and Licorice Helpers – Black leather ballet shoes (bottoms should also be black)
- c) Female parent dancers and maid – Character shoes (black)
- d) Male parent dancers –Jazz shoes
- e) Soldiers –Black tie up leather tap shoes
- f) Little Soldiers –Black leather slip-on jazz shoes
- g) Black Russian and Pre-Teen/Teen Soldiers Black men's tights with seams- Capezio #9C
- h) Soldiers -Black tights
- i) Licorice Helpers –Black tights
- j) Tumblers-Black slip-on jazz shoes
- k) Chinese - (boys and girls) wear flesh tone tights and flesh tone ballet shoes.

****Failure to submit form, fees and special costume items by the due dates, will result in a \$5 late administrative fee (and other fines) and possibly jeopardize rehearsal and performance participation.***

URBAN NUTCRACKER PRODUCTION PACKET 2020

REHEARSAL RULES

When the door closes, class or rehearsal has begun:

1. Enter the studio quietly.
2. Always bring your notebook and writing utensil.
3. Bring all your shoes for rehearsal (ballet, pointe, etc).
4. Call the office if you are going to be late or absent.
5. Be on time. If you arrive late, move quickly to get prepared and let the instructor(s) know why you are late.
6. Do not enter or leave the studio without permission. Do not leave the studio until rehearsal is dismissed.
7. Do not talk during rehearsal. Raise your hand if you have a question.
8. Always listen to corrections even if you think they don't apply to you. Write down all corrections.
9. If there is a problem or conflict, bring it to the instructor at the end of rehearsal.
10. Leave the studio neat and tidy at the end of rehearsals. Leave water bottles outside the studio. Keep personal items in your dance bag.
11. Always have your dress code attire at class, rehearsal, or the theatre.
12. If you are injured, you are still required to observe rehearsals and class in your dress code.

RULE VIOLATION AND FINE NOTICE SAMPLE

Dear Parent/Guardian:

This is to inform you that _____ was fined for the following:

- | | |
|---|--|
| <input type="checkbox"/> Talking back or being disrespectful. | <input type="checkbox"/> Laces not tucked. |
| <input type="checkbox"/> Chewing gum. | <input type="checkbox"/> Loud talking. |
| <input type="checkbox"/> Horse-play. | <input type="checkbox"/> Failure to follow instructions. |
| <input type="checkbox"/> Being out of costume. | <input type="checkbox"/> Eating in costume. |
| <input type="checkbox"/> Costume on the floor. | <input type="checkbox"/> Playing with props |
| <input type="checkbox"/> _____. | |

Fine amount due: _____ Must be paid by _____.

Fines range from \$1 to \$25 and are administered to cast who violate rules and protocols directors feel could potentially impact the quality of the production. **Failure to pay fines can jeopardize casting and/or performance.** The funds generated will be used to support the upkeep of wardrobe.

_____ Initial as Read

URBAN NUTCRACKER PRODUCTION PACKET 2020

IMPORTANT PARTICIPANT INFORMATION

- This is a professional production. As a participant, your full cooperation, disciplined commitment, and professional conduct are expected in order to maintain the high standards and integrity of our production, and our mission.
- It is your responsibility to balance school, work and family priorities along with rehearsal and performance demands.
- As part of our community mandate, volunteerism is expected by all participant families.
- **STUDIO AND THEATRE REHEARSALS ARE CLOSED to family and friends and will be observed only by volunteers in training for backstage support.**
- Ballethnic staff is not responsible for the care and supervision of students between classes and rehearsals. **Students with 30 minutes between regular classes and rehearsals must be picked up by parents or have pre-arranged supervision by another adult parent.**
- **Videotaping and photography (camera, camcorder, or phone) by individuals at the theatre is strictly prohibited.**
- It is your responsibility to be aware of, understand, and adhere to the schedules and requirements of the production. Keep copies of schedules handy, **come inside regularly to check the boards for notices**, and ask questions if there is confusion. **PLEASE DO NOT CALL BALLETHNIC EACH WEEK TO CONFIRM REHEARSAL TIMES OR TO CONFIRM CASTS AND ACTS TO BE REHEARSED.**
- **Review rehearsal and performance schedules carefully.** It is important to become familiar with your child's **Role(s)**, which **Act(s)** these roles occur, and which **Cast** group(s) will perform. This is vital to your knowing which rehearsals they will attend and which show(s) they will perform. It is possible that a participant may have more than one Role, could perform in both Acts, and could perform with either one or both Cast groups. **Both cast I and cast II roles must be present to all scheduled rehearsals and performances. All casts and roles must remain backstage until the completion of both performance Acts for all performances.**
- **Rehearsal directors reserve the right to make administrative decisions regarding casting or participation status at any time.** Such decisions are made for the good of the overall integrity of the production.

_____ Initial as Read

URBAN NUTCRACKER PRODUCTION PACKET 2020

- **Adequate coverage for ALL shows is crucial**
- BK Stage & FH Volunteer arrival times usually coincide with cast's scheduled arrival times (usually 2 hrs before show). **BK Stage- all black attire and soft bottom dark shoes at the theatre (including theatre rehearsals). FH – Black pants or skirt, white top.**
- **Parents are not allowed backstage or in wardrobe area unless scheduled to work for the current show.** Siblings, etc. are not allowed backstage (BK) or in Front of House (FH) areas while parent volunteer is working.
- **Volunteers cannot watch the show from backstage or side wings. You must still purchase a ticket to see your child's performance. Cameras not allowed backstage!**
- Child & teen cast must remain backstage for entire performance.
- FH Volunteers should make arrangements to get their child at the end of each performance; children cannot come to FH unescorted or be left to roam the theatre, and must be accompanied by an adult.
- **It's IMPORTANT that you show up for the exact dates you select to ensure predictable and adequate coverage.**
- **Emergencies:** Notify Stage Manager. Once casts are at the theatre, **ALL** issues regarding your child should be addressed to the Stage Manager once at the theater.

Congratulations & HAVE A GREAT PERFORMANCE EXPERIENCE!

URBAN NUTCRACKER PRODUCTION PACKET 2020

COMPLETE AND RETURN TO BALLETHNIC
SUBMIT THIS FORM BEFORE THE FIRST REHEARSAL

FORM I- PARTICIPANT AGREEMENT AND PERMISSION FORM

Current Production: *Urban Nutcracker*

- Participant is currently enrolled at Ballethnic
- Participant is not currently enrolled at Ballethnic

(Legal guardian for minor) I _____ hereby give my permission for _____ to participate in the current Ballethnic production.

OR

(Consenting adult at least 18 years old) I _____, agree to participate in the current Ballethnic production.

As a currently enrolled participant, I understand there is a costume donation and set renovation fee of: \$150 Child/Teen; or \$60 Adult, **due the first day of rehearsal.**

As a new participant, I understand that enrollment in the Ballethnic Academy of Dance is required and that the fee is \$350 Child/Teen; or \$75 Adult, **due the first day of rehearsal**. I also understand that I must take one ballet class per week beginning September through December. **I understand that if I am not enrolled and my fees are not paid, I will not be permitted to perform in this production**. I also understand that all fees are **non - refundable**.
_____(Initial)

I understand that ALL participants are required to sell a minimum of five (5) tickets due to Covid restrictions or pay a fee equal to that amount in advanced ticket sales. For my charitable costume and set renovation donation fee, I would like my name to appear in the Playbill as _____.

I further understand that if not participating in parent volunteering, I will pay \$75 to provide paid staffing in my absence. It is important that Ballethnic Dance Company uphold its artistic integrity and financial obligations for this production. Therefore, I also understand that **three (3) missed rehearsals** results in automatic probation and **four (4) absences** in dismissal from the production. **IMPORTANT: NO REHEARSALS CAN BE MISSED AFTER THE THIRD FRIDAY IN NOVEMBER.** I further understand that any participant, who has not met the above requirements by the deadlines indicated, will not be permitted to participate in rehearsal until obligations are met. However, students must observe rehearsal so that they are not left behind. The latter option is time limited.

I hereby release Ballethnic Dance Company, Inc. Ballethnic Academy of Dance, its directors, officers, employees, owners and agents, of any responsibility and all liability for accidents, injuries, or illness that I (or my child) may sustain arising from the activities with Ballethnic Dance Academy and Ballethnic Dance Company.

Date: _____
_____ Adult Participant or Parent/Legal Guardian Signature

Parent's Name _____ Home phone _____ Work Phone _____

Emergency Name and phone number: _____

Parent's Address _____ City _____ State _____ Zip _____

URBAN NUTCRACKER PRODUCTION PACKET 2020



Ballethnic Dance Company Inc.
(bal-eth-nik)

**COMPLETE AND RETURN TO BALLETHNIC
SUBMIT THIS FORM BEFORE THE FIRST REHEARSAL**

FORM II-PHOTO RELEASE FORM

Ballethnic Dance Company (BDC)/Ballethnic Academy Dance (BAD) reserves the right to use images and like forms of images of all persons enrolled in Ballethnic Academy of Dance. This is at the sole discretion of Ballethnic Dance Company Inc. Images compiled will be used in Public Relations, Marketing, Advertisement, and digital media.

I (Parent's name) _____ give Ballethnic Dance Company /Ballethnic Academy Dance my permission to use my child's (child's name) _____ images for the above stated use as of this date _____. Only to be used in conjunction with Ballethnic Dance Company Inc. Programs.

Please return this information to the office of:

Ballethnic Dance Company Inc.
2587 Cheney Street
East Point GA. 30344

Phone 404-762-1416

Fax 404-762-6319

Email: info@ballethnic.org

Website: www.Ballethnic.org

**COMPLETE AND RETURN TO BALLETHNIC
SUBMIT THIS FORM BEFORE THE FIRST REHEARSAL**

URBAN NUTCRACKER PRODUCTION PACKET 2020

FORM III-PARENT VOLUNTEER CONTRACT FOR BDC PRODUCTION FORM

Name of Participant

Child's Age

Name of Parent/Legal Guardian Volunteer(s)

Step 1: Select either backstage OR front of house. Front of House and Backstage Volunteers **must work at least three (3) shows**. (ALL volunteers must be cleared by staff volunteer coordinator, especially for backstage)



BACKSTAGE:

1. Attend all **mandatory** orientation, studio rehearsal/observation & training sessions (including dress rehearsals, and make up sessions) as scheduled.
2. Assist wardrobe staff with scheduled costume fittings as requested and needed.
3. Assist with monitoring young cast at the studio during transition or non-rehearsal periods.
4. Learn cast, cues, costumes, makeup, and special assistance needed during performance.
5. Present for scheduled **mandatory theater** dress & make up rehearsals (2), and performances (at least 3).

Check one of the following leadership roles if interested:

- a) Will serve as a Co-chair for the Backstage Parent Volunteers (returning volunteer, already familiar with the production preferred).
- b) Will serve as Fine Coordinator at the studio and theatre (in absence of co-chair).
- c) Will serve as a Team Lead in one of the 3 backstage dressing rooms (Boys, Girls, Teen rooms; 2 per room needed – girls room may need 3).



FRONT OF THE HOUSE

1. Attend **mandatory** orientation and training meetings as scheduled.
2. Help load supplies and materials at the studio for transport to theatre as needed.
3. Assist with boutique set up (before first show), sales, and breakdown at the theatre (last show).
4. Assist with greeting and ushering during school shows and/or public performances.
5. Assist with scheduled receptions or other Front of House events (e.g. VIP Opening Night).

Please check if interested:

- a) Will help with parent coordination and work with BDC Administrative Staff Coordinator as needed.

Step 2: If you are unable to commit to the above choices, please consider the these alternatives:

N/A I am willing to plan & coordinate a **Cast Party or special gift** for the children held after the last performance on Sunday. (Contingent upon BDC and Venue Admin approval and guidelines)

I am willing to coordinate gathering supplies (two weeks before theatre week).

I am unable to volunteer my time, but will meet my commitment and give support by providing a **\$75** contribution.

URBAN NUTCRACKER PRODUCTION PACKET 2020

N/A IN 2020

FORM IV-SCHOOL SHOW PERFORMANCE CONFIRMATION FORM* Submit to Academy Administrator (UN)

“Urban Nutcracker” If you are cast for a role in Act II, this form applies to you.

Name: _____ Age: _____

Casting Role(s) Performance Cast (Cast I, II or both): ** check to see if you are both Cast I and Cast II for any role.

_____	_____
_____	_____
_____	_____

I will be performing for the school shows on _____

No, I will not be performing at the School Shows.

Date Submitted: _____

Parent name: _____

Parent Signature: _____

URBAN NUTCRACKER PRODUCTION PACKET 2020

Volunteer's Contact Information

Name: _____ Phone Number: _____

Email: _____

Participant's Name _____

Parent's Name _____

Contact E-mail and/or Phone # _____

FORM V-VOLUNTEER THEATRE WEEK SCHEDULE

- Complete this information: Select which performances you are available to volunteer you must select at least **three (3)** shows (required for Backstage or Front of House/FH). **DO NOT INVITE NON-TRAINED AND NON-BDC APPROVED VOLUNTEERS ARE TO ARRIVE AND WORK AT PERFORMANCES.**
- Please note that: 1) After final casting is posted and 2) you know which shows your child will perform & which you'll watch. **Backstage and Front of House volunteers must purchase tickets to see the show.**

(please mark)

Volunteer Name:

Please review the theatre week schedule and your child's casting before completing this form.

Do not complete this form until two weeks before the performances.
Volunteer leads will contact you to obtain your schedule information.

A copy of the completed schedule will be provided to post for easy reference.

Theatre Rehearsals **MANDATORY** for Backstage Volunteers

____ 1. Theatre Dress & Make Up Rehearsal (arrive at theater 5:30p.m.; see schedule)

2. Please select at least **3** shows below by marking (x) in the box.

School Shows (arrival times listed below): (UN) **Act II only**

N/A Arrive 8 a.m. (cast __ performs)

Special Audiences and Critics' Performance

Other General Public Performances)

- Saturday, arrive 12:00pm. 2pm show (cast _____ performs)
- Saturday, arrive 5:30 p.m. 8pm show (cast _____ performs)
- Sunday, arrive 1pm. 3pm show (cast _____ performs)

URBAN NUTCRACKER PRODUCTION PACKET 2020

N/A 2020

SCHOOL SHOW NOTIFICATION FORM

FORM IV-SCHOOL SHOW PERFORMANCE CONFIRMATION FORM* Submit to Academy Administrator by October 26, 2019(UN)

“Urban Nutcracker” If you are cast for a role in Act II, this form applies to you.

Name: _____ Age: _____

Casting Role(s) Performance Cast (Cast I, II or both): ** check to see if you are both Cast I and Cast II for any role.

_____	_____
_____	_____
_____	_____

Please check selection:

I will be performing for the school shows on _____

No, I will not be performing at the School Shows.

Date Submitted: _____

Parent name: _____

Parent Signature: _____

URBAN NUTCRACKER PRODUCTION PACKET 2020

N/A 2020

(Give this form to your child's teacher)

Student Name

This student is dancing in Ballethnic's current full-length production of [X] Urban Nutcracker

Special school performances will be held at _____ on
_____ 10 am & 12 pm. Please excuse this student from classes for this performance.

Thank you for your support of this student.

Nena Gilreath and Waverly T. Lucas, II Co-Founders and Artistic Directors

Date: _____ Parent Signature _____