

# sacramento Ballet

Ron Cunningham & Carinne Binda, Artistic Directors

## Nutcracker Children's Cast Information

Please read ALL CONTENT and keep this information for reference to ensure that you and your child have a 'smooth' and enjoyable Nutcracker experience. This packet, along with all Nutcracker forms and important notices, will be available on the Sacramento Ballet Website at [www.sacballet.org](http://www.sacballet.org). Please click the "Nutcracker Parents" link.

### CONTACT INFORMATION:

Marla Quinn, Nutcracker Children's Cast Coordinator

**IMPORTANT:** When contacting us, always include your CHILD'S NAME, along with their ROLE and CAST. Please add [marla@sacballet.org](mailto:marla@sacballet.org) as an approved sender in your email programs, so that you receive all email updates!

- Email: [marla@sacballet.org](mailto:marla@sacballet.org) (the fastest response)
- Website: [www.sacballet.org](http://www.sacballet.org)
- Office Phone: 916-552-5800 ext. 100
- Office Fax: 916-552-5815
- Cell Phone: 916-768-3011 (starting December 4<sup>th</sup>)
- Backstage Phone: 916-808-7010 (starting December 4<sup>th</sup>)

### IMPORTANT DATES:

September 13	Cast Conflicts Form Due
September 18	Parent Orientation Meetings (11:00 AM or 2:00 PM)
October 22-23	Official Nutcracker Photo Day
November 1	Participation Forms & Fees Due
December 4	First Day in Theatre
December 6	Dress Rehearsal (Cast A/Cast 1/Opening Cast)
December 7	Dress Rehearsal (Cast B/Cast 2/Closing Cast)
December 18	Cast Party at Sacramento Ballet Studio

### PARENT RESPONSIBILITIES:

- Turn in participation forms and fees by November 1st
- Check the Nutcracker Call Board every time you come to the studio
- Check [www.sacballet.org](http://www.sacballet.org) and your email frequently for updated information
- Provide your child with required costume items, such as shoes, tights and hairstyle
- Bring your child **prepared and on time** to rehearsals, performances and picture day
- Pick your child up on time

### WHAT IF I HAVE QUESTIONS?

There are many ways you can get information about your child's participation in the Nutcracker. First, please read this entire packet and keep it for your reference. This information will answer most, if not all, of your questions.

For updates and changes, check your email, the Nutcracker Call Board at the studio and [www.sacballet.org](http://www.sacballet.org). This packet and all other Nutcracker forms are also available online. For small details, ask experienced Nutcracker parents for tips and suggestions while waiting during rehearsals at the studio. If you still have a question, email Marla Quinn at [marla@sacballet.org](mailto:marla@sacballet.org). Be sure to include your child's name, role and cast.

**PARTICIPATION  
FORMS & FEES:**

**DUE NOVEMBER 1, 2011**

All participation forms and fees are due by November 1<sup>st</sup> including:

- Emergency Form
- Permission Release (*signed by parent*)
- Copy of Medial Insurance Card (*both sides*)
- Fees (*see below*)

**Children who do not have the required forms on file with the Sacramento Ballet will not be allowed to participate in theatre rehearsals and performances.**

Each child chosen to perform in the Nutcracker will be assessed a participation fee. This fee covers, in part, the cost of rehearsal personnel, costume fitting and cleaning, theatre make-up and administration. Limited financial aid is available.

<b>PARTICIPATION FEES</b>	
Christmas Dolls, Cooks, Teeny Tiny Mice, Cherubs, Prologue	\$50
Arabian Attendants, Baby Bunny, Baby Mouse, Soldiers, Dragon Attendants, Reindeer, Soldier Captain	\$65
All Angels, Mother Ginger Children, Candy Canes, Chinese Attendants, Party Children, Sugar Plum Fairy Attendants	\$75
Waltz of the Flowers * DETP Students \$75	\$150*
Maximum Fee Per Family (excluding Flowers)	\$150

**VOLUNTEER  
OPPORTUNITIES:**

We can't do this without you! Volunteers are an important part of our Nutcracker family, helping to make our behind-the-scenes efforts run smoothly and efficiently. We encourage you to volunteer as much as you are able, and we appreciate the time you give. Clipboards with volunteer sign-up sheets will be located near the Nutcracker Call Board at the studio. *Please note that volunteers may be asked to submit to a background check prior to placement this season.*

**BACKSTAGE CHAPERONES** (Women): For each performance, 19 backstage chaperones are needed to care for and supervise the children's cast from call-time arrival until parents pick their dancers up. This highly rewarding role is an important part of the backstage environment. Although you may be assigned to your own child's role, placement must be made according to overall performance needs. We appreciate your flexibility and willingness to help as needed when signing up for this duty.

**LITTER BEARER/SECURITY** (Men): During each performance, eight men are needed to act as security at the backstage entrance and the stage door. Four security men will also appear on stage in costume as Litter Bearers in the Arabian scene. Some rehearsal is required for the Litter Bearer position.

**For Backstage Chaperones/Litter Bearers/Security:** PLEASE SIGN UP FOR ONLY ONE OPPORTUNITY FOR ANY PARTICULAR DATE. Chaperone/Litter Bearer/Security assignments will be published on November 1<sup>st</sup>. **Sign up only for shows that you are NOT planning to attend. Do not wait for volunteer assignments to purchase your tickets.**

**COSTUME ASSISTANTS:** Help is needed with preparing the Nutcracker costumes, including ironing, steaming and hand-stitching at the studio. Times TBD.

**PICTURE DAY VOLUNTEERS:** Help is needed to work with the costumes and dress the children on Picture Days at the studio on October 22<sup>nd</sup> and 23rd.

**REHEARSALS  
(General Information)**

Please make sure your child arrives on time and is prepared for ALL rehearsals. Your child's rehearsal schedule can be found in the acceptance packet given to them at auditions. **Rehearsal schedules are SUBJECT TO CHANGE!** Keep informed by checking the Nutcracker Call Board, [www.sacballet.org](http://www.sacballet.org) and your email regularly.

**ALL REHEARSALS ARE MANDATORY.** Missed rehearsals may result in your child being replaced. However, **DO NOT SEND SICK CHILDREN TO REHEARSALS.** If any rehearsal **MUST** be missed due to illness, injury or emergency, contact Marla promptly by email [marla@sacballet.org](mailto:marla@sacballet.org), or call 553-5800 ext. 100.

**STUDIO  
REHEARSALS**

All rehearsals **PRIOR to December 4th** will be at the Ballet studio location at 1631 K Street. For all rehearsals located at the studio, children should arrive **at least 15 minutes prior** to start time and be prepared to go directly into rehearsal. Due to limited space and bathroom facilities, please do not plan to have your child get ready at the studio before rehearsals.

Please remember that the Sacramento Ballet studio is a place of business with a professional dance company. Be respectful with use of space and noise levels, and be sure to take your personal belongings with you when you leave. **CHECK THE NUTCRACKER CALL BOARD EVERY TIME YOU COME TO THE STUDIO.**

**THEATRE  
REHEARSALS  
(Spacing Rehearsals)**

All rehearsals **ON and AFTER December 4th** will be at the Community Center Theatre. **Spacing Rehearsals** give the children an opportunity to rehearse and learn their placement on the stage. These rehearsals are brief but essential to a successful performance.

Children should arrive **30 minutes prior** to their scheduled start time for spacing rehearsals. Enter through the backstage door located on 14<sup>th</sup> Street off L Street. Each child is required to sign in for every theatre rehearsal. Please do not park or wait in the dock area of the theater. Parents should wait quietly in the theatre.

**DRESS  
REHEARSALS**

Dress Rehearsals are held at the Community Center Theatre and are treated as performances (please review performance information in advance). Cast members will be in full costume, makeup and hair.

Children must arrive **90 minutes prior** to dress rehearsal start time. Bring your child to the backstage door located on 14<sup>th</sup> Street off L Street. Each child is required to sign in. If your child is late and a replacement must be called, **your child will not be allowed to participate in the dress rehearsal.**

Dress rehearsals are closed to the public. Only cast members and volunteers scheduled to work these shifts will be allowed inside the backstage door. All other Nutcracker cast members and their families will not be admitted.

**PERFORMANCES**

Your child must arrive at the theatre **90 minutes prior** to performance start time. This is referred to as the "Call" in theatre language. Bring your child to the backstage door located on 14<sup>th</sup> Street off L Street to sign in. Parents are NOT allowed backstage under any circumstances unless they are assigned to volunteer for that shift. If your child is late and a replacement must be called, **your child will not be allowed to participate at that performance.**

As with rehearsals, **DO NOT SEND SICK CHILDREN!** If your child is ill, please call the backstage phone or Marla's cell phone. (While not guaranteed, we will try to reschedule your child for another performance if available.)

**MEALS/FOOD**

Prior to arrival, make sure your child has eaten a well-balanced, nutritious meal to keep up their stamina throughout performance process and the hours they will be backstage. **NO FOOD IS ALLOWED BACKSTAGE.** If your child has special eating needs email Marla and arrangements will be made. Please avoid food as gifts.

**DRESSING ROOM GUIDELINES**

Backstage space is extremely limited. Please use the smallest bag possible to bring belongings. Be aware that dancers will share dressing room space with others in the cast. **ALL items your child brings to the theatre should be labeled with their name.** Sacramento Ballet cannot be responsible for lost cameras or other belongings.

**BRING TO THEATRE:**

- Bottle of water
- Required costume shoes (labeled with child’s name, role and cast) to be left at the theatre during your child’s performances
- Disposable camera, if desired (allowed ONLY in dressing room)
- Ziploc bag with a wet washcloth or other make-up removing products
- Quiet activities and games

**DO NOT BRING BACKSTAGE:**

- Markers, crayons, glue, glitter or other messy craft supplies. These are not allowed in dressing rooms to protect costumes.
- Food or beverages (except water).

Children must remove all makeup before leaving the theatre. All our makeup products are water based, and sanitary practices are strictly adhered to. Nothing may be hung from light fixtures in the dressing rooms as this is a fire hazard.

**RELEASE OF CHILDREN**

**DO NOT FORGET TO PICK UP YOUR CHILD BY THE END OF EACH PERFORMANCE.**

Come to the backstage door to sign out your child after their role has performed on stage. Angels, Candy Canes and Chinese Attendants will be released from the marked door at the Convention Center directly across the walkway from the theatre. See approximate pick up times below.

Only Act 1 cast members (Prologue, Party Children, Soldiers, Baby Bunny, Baby Mouse, Tiny Mice, Dolls, & Reindeer) may join their parents to watch Act 2. The children must have a ticket to watch Act 2, a parent must pick them up at the back stage door, all makeup must be removed and parents may be asked to present their ticket stub to re-enter the theatre.

Children will ONLY be released to a parent at the backstage door. For the safety of your child, inform Marla *in writing* in advance if you wish to allow your child to leave the theatre with another adult. Last minute plans cannot be accommodated. **CHILDREN WILL NOT BE ALLOWED OUTSIDE THE THEATER UNTIL AN ADULT IS PRESENT.**

		Prologue	Party Children	Soldiers Baby Bunny/ Mouse Tiny Mice Dolls	Reindeer	Cherubs Angels	Cooks	Arabian Chinese Dragon	Candy Canes Mother Ginger Sugar Plum Fairy Attendants
SHOW	ARRIVE	PICK UP – approximate times, use as a guide only							
10:00am	8:30 am	10:15 am	10:25 am	10:35 am	10:40 am	11:15 am	11:20 am	11:25 am	11:30 am
1:00 pm	11:30 am	1:15 pm	1:25 pm	1:35 pm	1:40 pm	2:15 pm	2:20 pm	2:25 pm	2:30 pm
2:00 pm	12:30 pm	2:15 pm	2:25 pm	2:35 pm	2:40 pm	3:15 pm	3:20 pm	3:25 pm	3:30 pm
5:00 pm	3:30 pm	5:15 pm	5:25 pm	5:35 pm	5:40 pm	6:15 pm	6:20 pm	6:25 pm	6:30 pm
7:00 pm	5:30 pm	7:15 pm	7:25 pm	7:35 pm	7:40 pm	8:15 pm	8:20 pm	8:25 pm	8:30 pm
7:30 pm	6:00 pm	7:45 pm	7:55 pm	8:05 pm	8:10 pm	8:45 pm	8:50 pm	8:55 pm	9:00 pm

## **2-SHOW DAYS**

When your child is performing in two shows in one day, plan to pick your child up from the first show as soon as they are finished performing even if they only have a 30 minute break. The children need adequate time away from the theatre and something to eat during these long days. Also, there is no one available to chaperone children during the break between the end of the show and the next call time. Upon returning to the theatre, remind your child to sign in for the second performance.

## **PHOTOGRAPHY**

Photos of all children's cast members in costume will be taken on October 22 – 23 by Jackie Pinto Photography at the studio (see the display at the studio). Refer to the schedule in your child's packet for more information and check the Nutcracker Call Board for any changes.

Also available are custom portraits at the theatre by photographer Gail Nelson, a former Nutcracker parent. Gail has worked with Ballet for many years to take photographs in the backstage and dressing room areas of the theatre. Please see the display at the Ballet studios or the order form for information.

## **WISH LIST**

A wish list is posted on the Nutcracker Call Board at the studio. Our wish list features items needed for The Nutcracker and general Ballet operations. We truly appreciate your generosity.

## **CAST PARTY**

The children's cast party will be **Sunday December 18th 6:30 PM at the studio**. This is a great event with potluck-style food and beverages, a D.J. and dancing. Don't miss this fun event for the entire family organized by the Sacramento Ballet Guild. A food sign-up sheet will be located by the Nutcracker Call Board.

## **MARKETING**

The Ballet produces Nutcracker marketing materials (postcards and posters) each season. We encourage you to help distribute these materials at your place of business, school or other locations. Posters and Postcards will be available beginning Photo Day Weekend (October 22 -23). We ask that you do sign up when you take Posters to help us track the locations that materials have been distributed to.

Please **DO NOT** contact the Media regarding The Nutcracker. Any questions regarding PR must go through the Marketing Director, Mimi Kent, [mkent@sacballet.org](mailto:mkent@sacballet.org). We appreciate your adherence to this policy.

***Thank you for allowing your children to participate in our production. We have a strong commitment to the Sacramento community and value your involvement and interest in our programs.***