

Ballet Virginia's
The Nutcracker
Handbook

Rules and Regulations:

- Attendance at all called rehearsals and performances is MANDATORY.
- Cast members should sign in upon arrival to the Sandler Center.
- Parents, friends, and family members are not allowed backstage for any purpose before, during, or after rehearsals and performances. Only volunteer parents are allowed in dressing rooms.
- All cast members must be picked up immediately after each dress rehearsal/performance.
- At performances when there are only one or two hours between shows, parents need to make provisions for their child from the end of the first show to the CALL of the second. Parent Chaperones will NOT be available.
- Only bottled water is permitted in theatre and backstage. **Chewing gum is not permitted!**
- Call times for rehearsals/performances will be posted for each role.
- Prior to each performance, the Stage Manager will announce how long until curtain (when the show starts).
- You are **REQUIRED** to be available for the performances which are not assigned to you. In the event that your counterpart in the other cast is unable to perform, we need you to be reachable, within 30 minutes of the theater, by phone, ready to substitute on short notice.
- At no time will any child be permitted in the backstage area without a Parent Chaperone.
- Wear socks or booties to cover your shoes backstage at all times – remove them before going backstage. The hallways are waxed at the Sandler Center – the wax can be tracked onto the stage and cause someone to slip!
- Rosin can be used by level 5 and up.
- Absolutely no talking in the wings or backstage area. Be quiet and pay attention.
- Safety first on stage and backstage. The term “heads up” means look above you and move out of the way.
- No costumes are allowed in theater house or in the Sandler Center Lobby at any time.
- No photography or video is allowed during any rehearsals or performances.
- Always be respectful to theatre personnel.

Theater/Performance Etiquette

Costume Etiquette:

- Unless it is designated as part of your costume, jewelry is not permitted to be worn for rehearsals or on stage for any reason, this includes earrings.
- Nail polish should never be worn for rehearsals or on stage (this includes clear nail polish).
- Eating and drinking (except water) is not allowed while a cast member is in costume.
- Costumes should always remain in their designated location at the studio or theatre. Please take note of how it is stored; be sure to properly hang up and store all costumes and costume accessories as directed. Do not expect anyone to do this for you. Costumes should NEVER be taken home.
- Care of dance shoes is the cast member's responsibility. Since shoes seem to fall apart at the most inconvenient times, it is a good idea to have a "spare pair" on hand.

Performance Costumes:

- Ballet Virginia will provide and maintain all parts of a cast member's costume except for footwear, tights, make-up, and hair products.
- All costume pieces and hairpieces, with the exception of those listed above, remain the property of Ballet Virginia.
- If a costume you are wearing needs to be repaired, please inform the Wardrobe Manager or your Parent Chaperone.
- Changes in costume, make-up, hairstyle, etc. are made by the Wardrobe Department and not cast members or their parents.
- Please keep in mind that your child will be sharing their costume with another cast member. Please discuss proper hygiene with your child.
- Pointe shoe ribbons must be securely sewn into place. Ribbons that come out during a performance are unacceptable.

Makeup/Hair requirements:

- Make-up is to be provided by dancers and worn for dress rehearsals and full performances.
- See below for role-specific makeup/hair requirements.

- **NO** body or hair glitter.
- **NO** nail polish.

Dressing Rooms:

- Dressing Rooms will be assigned.
- Dancers can be in the theatre for many hours at a time, so we suggest that dancers bring books, coloring supplies (no markers please!), small games (such as cards), etc. to keep them busy during wait times.
- Do not bring loud toys/game systems.
- Refrain from loud conversation. You must be able to hear the speaker system when Stage Manager makes calls and hear the performance music.
- All cast members should bring some kind of robe or “cover-up” to the theater since the temperature can be cool at times. Sweatpants and a loose top is fine. If sweatpants are turned inside out, they don’t leave lint on performance tights.

Performance Day:

- On the day of the performance, come to the theatre focused, well-rested, and well-fed. Stay warm and concentrate.
- Please be courteous to all volunteers and staff members.
- Do not play or run around the theater.
- Be quiet backstage. Dancers need to be aware of cues and instructions. It is extremely important that there is no backstage noise, including applause.
- Live music can sound different than the recording we use in the studio, so use your ears and listen well to the counts/tempo.
- Check your props when the Stage Manager allows you to do so. Check them before each show!

During the Performance:

- Everything you do is seen and heard – no talking, no whispering, no funny faces. No pulling or adjusting costumes, even if it is uncomfortable or riding up. In a genuine emergency, come off stage and someone will help you.
- If you make a mistake on stage, or even fall down, that is okay! Mistakes happen. The mark of a professional is being able to go on as if it never happened.
- **SMILE!** ©

- Nerves are normal – just focus on what you need to remember for the show. Look confident!
- Keep the wings clear at all times.
- Exit COMPLETELY, all the way through the wings in your character.
- If you can see the audience, they can see you. Stay close to the leg (curtain) before an entrance to not be seen.
- If the music starts and the person you are dancing with is not there, go on without them.

After the Performance:

- Remove costumes right away and hang it up properly. Make sure all pieces of the costume are together.
- Do not leave any personal items on stage, backstage, or in the wings.
- Return all props EXACTLY where you found them on the prop table.
- Take all quick-change costumes from the backstage area back to your dressing room.

Traveling to Sandler Center:

- Keep travel time in mind when traveling to the theater, leave with ample time to get through rush hour traffic.

Parking at the Sandler Center:

- There are a wide variety of options for parking at the Sandler Center.
- We recommend parking on floors 3-5 at the Westin Parking Garage (entrance on Market St) or in the Dick's Sporting Goods Garage (connected by a walking Bridge – Entrance on Market Street).
- There are other Garages in Town Center as well as two-hour first-come street parking.

Drop off/Pick up policy:

- Act 1 Dancers should be picked up at intermission (mice, winter scene, little soldiers, battle scene) *if they are not performing in Act 2.*

Emergencies:

- Call 911 if there is an extreme emergency.
- Call the Co-Artistic directors below if you or your child must miss a Theater

Dress Rehearsal or Performance for any reason. Please call as soon as possible so an alternate or replacement can be contacted. This phone number is only to be used in case of emergency:

Suzanne Lownsbury – 757-581-4691

Janina Michalski – 757-450-4377

Dance Bag Checklist:

Each cast member is required to have her/his own supplies in their dance bag. This bag should be labeled with the dancer's name, address, and a good telephone number. All articles inside the bag should also be labeled.

- Required make-up depending on role (**NO glitter!**)
- Make-up remover wipes
- Tissues
- Handheld mirror
- Hair Spray and Hair Gel
- Bun Supplies (Hair Pins, Hair nets, and elastics that match hair color)
- Deodorant
- Clean and sewn ballet slippers
- Any other shoes required for the role
- Clean tights and socks (have an extra pair at all times)
- Quiet books/games
- Bottled Water (Reusable bottle is great!)
- Sewing kit
- Warm-ups (legwarmers, sweatpants, zip front sweatshirt, loose sweater, socks, slippers, etc.)

Make-up and Hair requirements for roles:

Winter Street Scene:

- Full stage make-up.
- Hair styles will vary and be individually assigned by Artistic Directors.
- No jewelry of any kind.

Dogs/Dog Handlers:

- Heavy Street make-up.
- Hair neatly pulled away from face.
- Small jewelry optional.

Little Mice:

- Apply lip tint, powder, and blush at home.
- Pack a make-up kit with lip tint, powder, and blush for touch up.
- Pack a soft black eyebrow pencil for volunteers to draw the mouse nose and whiskers.
- Hair in a classical ballet bun.
- No jewelry of any kind.

Dew Drops: Artistic Directors include this role occasionally

- Full stage make-up.
- Hair in a classical ballet bun.
- No jewelry of any kind.

Ginger Snaps:

- Full stage make-up (false eyelashes not needed).
- Hair in a classical ballet bun
- No jewelry of any kind

Second Act Corps de Ballet

- Full stage make-up
- Small rhinestone earrings
- Hair in a classical ballet bun

Boys/Men:

- Full stage make-up
- Three weeks prior to shows if you are going to get a haircut.
- Facial hair is okay for Party Dads and Kings
- Use hair gel/spray to keep hair tidy

Party Moms/Queens:

- Full Stage Make-up
- Style hair fit for the period and your character
- Necklace, rings, bracelets, and earrings to match your dress

Soloist/Principal Roles:

- Full stage make-up
- Classical ballet bun (or hair otherwise discussed with Artistic Directors)
- Specialty make-up to be discussed with Artistic Directors

If assistance is needed with Hair/Make-up, please contact
Information@balletvirginia.org

