

A M E R I C A N M I D W E S T --- Ballet

THE NUTCRACKER - SAN ANTONIO INFORMATION PACKET 2018

ATTENDANCE.....	3
BACKSTAGE.....	8
BEHAVIOR & SAFETY	6
COMMUNICATION.....	4
COSTUMES.....	9
DEFINITIONS.....	13-14
DRESSING AREA & CHAPERONES.....	7
DRESSING GUIDE.....	9-11
EXPECTATIONS.....	3
HAIR.....	11
LOCATIONS	4
MAKEUP.....	12
PERFORMANCES & TICKETS	5
REHEARSAL ATTIRE	5
SCHEDULE.....	2
PARENT HELPER AREAS.....	13

IF YOU HAVE QUESTIONS:

- Please refer to this document for all questions.
- Information is also updated at amballet.org/SanAntonio. Check this often.
- For attendance matters, contact kconnally@sametballet.org (after reading attendance rules).
- Please do not contact AMB with Nutcracker questions or attendance matters.

SCHEDULE

Studio Rehearsal Schedule will be posted on cast page prior to first rehearsal weekend. Production Week Schedule will be posted later in the rehearsal process as soon as it is available. Schedules are subject to change, so please check email and cast page regularly for updates.

IMPORTANT DATES:

North Wind Chorus Auditions:	August 6
Dance Auditions:	August 6
Audition Results posted:	August 7
Parent Helper Sign Up (minimum of 2 slots required):	TBD
Costume Fee Due (\$50):	August 7
First Rehearsal Weekend (no absences):	TBD
Orientation Meeting (required for all students and parents):	TBD
Studio Rehearsals (Saturdays and Sundays):	TBD
Final Studio Rehearsals (wear performance hair/makeup):	TBD
Costume Fittings (performance hair/attire – no makeup):	TBD
Production Week at Lila Cockrell Theatre (no absences):	Dec 17-22

- **PARENT HELPER SIGN UP:** Parents will be required to sign up for at least two (2) slots.
- **COSTUME FEE AND FITTINGS:** *A non-refundable costume fee of \$50 per student must be paid online when casting is posted.* Please do not send cash or checks to the studio. Fittings will be held during Production Week, exact schedule TBD.
- **FIRST REHEARSAL WEEKEND:** No absences permitted.
- **ORIENTATION MEETING:** This is an important informational meeting required for all parents and students. This is your opportunity to ask questions.
- **STUDIO REHEARSALS:** Please ensure you reserve these blocks of time on your schedule. Weekly studio rehearsals may be scheduled at any time during the rehearsal blocks listed below:
 - Saturdays, 1:00-6:00 pm
 - Sundays, 2:00-5:30 pm
- **FINAL STUDIO REHEARSALS:** Full run through. All students wear performance hair and makeup to final studio rehearsal.
- **PRODUCTION WEEK REHEARSALS AND PERFORMANCES:** This includes all spacing, tech, and dress rehearsals, plus all school and public-performances at the theater. Absolutely no absences permitted during Production Week. Evening rehearsals will take place between approximately 4:00-9:00 pm. Students will need to be excused from school for daytime Final Dress Rehearsals or School Shows. Depending on casting and schedule, requirements range between 1-3 days.

EXPECTATIONS

The audition process can be a wonderful experience and life lesson when approached with the proper expectations and parental support.

- **Students are not auditioning to perform a certain role, but rather to be part of the overall production.** We value each role's contribution to the performance. Students are expected to accept the role(s) in which they are cast. Not all students may be cast. Please consider this before auditioning.
- **Please review conflicts with the attendance policy before auditioning.** Students commit to attend all rehearsals, costume fittings, and performances. Absences may result in recasting of role(s). Production Weeks include evening rehearsals between approximately 4:00-9:00 pm and require that students be excused from school for daytime Final Dress Rehearsals or School Shows (ranges between 1-3 days). If you feel your child is too young or is otherwise unable to handle this schedule, please do not have them audition.
- **Casting decisions are at the sole discretion of American Midwest Ballet.** Casting for a large production is very complex and no special requests are permitted. Students disputing casting decisions or quitting, by choice or absence, will not participate in this performance and must sit out one production before being able to audition again for a community role.

By auditioning for a role in American Midwest Ballet's *The Nutcracker*, you are agreeing to the information contained in this document. These rules allow the production to run smoothly and provide a positive experience for all.

ATTENDANCE

Attendance is required at all scheduled rehearsals, fittings, and performances for your role. Ensure you can commit to the date/time requirements before you audition.

- **Absence from more than one rehearsal may be cause for replacement.**
During the studio rehearsal period, 1 (one) absence may be allowed if preapproved for a mandatory school event, illness/emergency, or family trip. Requests must be made at least 2 (two) weeks in advance via email at kconnally@sametballet.org.
- **No absences are accepted for the following dates; please do not ask.**
Absences during these dates may result in recasting of your role.
 - First Rehearsal Weekend
 - Production Week

COMMUNICATION

Check your primary email and the cast web page regularly.

- **ASKING QUESTIONS:** Please refer to this packet for all questions. We have limited staff to answer questions via email. Please reserve contacting San Antonio Metropolitan Ballet via email for attendance matters. We are happy to answer any questions at the orientation meeting.
- **UPDATES & INFORMATION:** All communication from American Midwest Ballet or San Antonio Metropolitan Ballet will be sent to the primary email address you provided when registering online for auditions. Please ensure spam filters are adjusted to accept email from kconnally@sametballet.org.
- **CAST WEB PAGE:** amballet.org/SanAntonio.
This page includes the most current information on the following, as they become available:
 - Studio Rehearsal Schedule. *This will be posted shortly before the rehearsal period begins.*
 - Production Week Schedule. *This will be posted later in the rehearsal period.*
 - SA Met Ballet will provide cast t-shirt and backstage flower order forms during the rehearsal process.

LOCATIONS

WEEKLY STUDIO REHEARSALS:

We kindly ask that parents drop students off and wait at an alternate location during weekly rehearsals at the studio due to space restrictions.

San Antonio Metropolitan Ballet
2800 NE Loop 410, Ste. 307
San Antonio, TX 78218

PRODUCTION WEEK REHEARSALS/PERFORMANCES:

No parents/observers allowed in the audience during Production Week rehearsals. Parents may drop students off, wait in the theater lobby, or this is the perfect opportunity to help as a chaperone downstairs.

Lila Cockrell Theatre
900 E Market St
San Antonio, TX 78205

REHEARSAL ATTIRE

Students should arrive in proper ballet attire for all rehearsals.

- **GIRLS: ballet leotard, dance tights, and ballet slippers**
 - Hair must be secured neatly away from face in a bun. Please do not arrive with ponytails.
 - Dance shorts with crop tops, tank tops and t-shirts are not proper ballet attire for girls.
 - If your role requires shoes other than ballet slippers, you will be notified when to bring them.
 - Do not wear nude leotards to rehearsals. These are considered undergarments and should be worn only for fittings and performances, if required for your role.
- **BOYS: fitted t-shirt, dance tights or non-baggy shorts, and black ballet slippers**
 - No baggy and loose clothing.
 - Ensure you arrive for costume fittings in tight fitting clothing ("A" shirt with dance tights or non-baggy shorts) so that costumes may be tried on directly over these items. If you wear street clothes or baggy clothing such as sweatpants, we cannot fit you properly.

PERFORMANCES & TICKETS

- Nutcracker tickets are available from ARTS San Antonio at artssa.org, ticketmaster.com, or 210-221-2891.
- The performance lasts approximately 1 hour and 45 minutes with one intermission.
- Some roles may have two casts - A (Awesome!) and B (Brilliant!)
"Double cast" means the role and performances are shared with another student.
Casting is complex. Casting requests are not accepted. If you are not designated cast "A" or "B" in the casting, then you are in both casts and will perform for all shows.
- Students in Act I only may watch Act II from the audience with a ticket. Students in Act II only must remain in the dressing area during Act I.
- **Performance Date/Time/Cast:**
Thursday at 7:30 pm – Cast A
Friday at 7:30 pm – Cast B
Saturday at 2:00 pm – Cast A
Saturday at 7:30 pm – Cast B

BEHAVIOR & SAFETY

Inappropriate behavior may be cause for dismissal from the production.

- **Show respect** for staff, dancers, crew, volunteers, and fellow students at all times. Work together as a team. Be polite. Bullying/gossiping behaviors will not be tolerated.
- **Arrive promptly.** Students should plan to arrive dressed appropriately for studio rehearsals 10-15 minutes before start time. Habitual tardiness may be cause for replacement.
- **Keep hallways clear** by placing dance bags and belongings neatly against the wall. Do not sit or socialize in the middle of the hallways. No running in hallways.
- **Clean up after yourself.** Keep the studio and theaters neat and clean, including common areas and dressing areas. Only eat in designated areas. No eating/drinking in costume. Pick up belongings and dispose of trash properly before leaving. Keep bathrooms clean after use.
- **Medical issues.** Disclose any pertinent medical issues the student may have by emailing kconnally@sametballet.org before the first rehearsal, or as issues arise.
- **Students must wait inside the building for rides** at the studio and theater.
- **Pick up students promptly at end of rehearsal.** The rehearsal staff is otherwise scheduled after ballet rehearsals. We are unable to accommodate late pick-ups.
- **At the studio:**
 - Students must always remain within the studio space during scheduled rehearsal times.
- **At the theater:**
 - Check in with chaperone when you arrive and leave.
- **Do not go onstage or near the immediate backstage area after performances.** This applies to all cast members, parents, siblings, etc. This is an important safety rule as crew members are flying pipes and moving sets.

DRESSING AREA & CHAPERONES

We need help from parent chaperones during Production Weeks at the theater.

This is the only way we are able to offer so many roles for children in *The Nutcracker*.

We need female chaperones for the majority of the positions. There are other ways that men can help, please see Parent Helper Areas on page 13.

- **Chaperones oversee behavior and ensure that students get dressed in costumes** at the appropriate time – upon arrival for Act I roles, at Intermission for Act II roles.
- **The Dressing Area is for assigned chaperones and students only.** Parents please check your child in and leave after saying a quick goodbye.
- **Students must check in with chaperones** at arrival and departure from the theater.
- **Chaperones stay in the dressing area.** A crew member will take students to the stage at the appropriate time.
- **Dressing areas are a whisper-only area; loud voices carry onto the stage.** Listen closely to calls from the stage manager.
- **Do not bring valuables** to the theater or studio.
- **Students may bring** non-messy snacks, water, books and simple games for Production Week. No eating or drinking in costume. Use the restroom before getting dressed in costume.
- **No tape is allowed** on walls or doors. Low-tack painter's tape will be available in the green room for chaperone use, if needed.
- **If students are dismissed early, chaperones will call the parents.**

BACKSTAGE

There are many moving parts onstage/backstage during and following a performance.

Due to space and safety concerns, only crew, company and students who are about to go onstage are allowed in the wings and the immediate backstage area - no parents or chaperones.

Dressing areas are not considered the immediate backstage area, but are limited to assigned chaperones and student dancers.

- **Everyone must stay clear of the stage/backstage area following performances.**
- **Students must remain in the dressing area** until their part is called and they are taken to the stage by a crew member.
- **Do not play with props.** Do not touch any prop that is not yours. Only handle your props when they are needed for the show. Do not sit on set pieces. These items are not toys; they are critical to the show and must be handled with care at all times.
- **Do not touch costumes pre-set for quick changes.**
- **No parents/observers allowed** in the audience during Production Week rehearsals.
- **No photos or recordings** of any kind during rehearsals or performances.
- **No visitors are permitted in dressing areas** for the safety of all cast and crew.
- **Students in Act I only will be chaperoned in the Dressing Area until the end of the performance,** but may be picked up at intermission if you wish (approximately 45 minutes after the show begins). You must check out with the chaperone. This is for performances only (during rehearsals the full cast must stay for notes).
- **Students in Act I only are welcome to watch ACT II after presenting their ticket at intermission.**
 - ACT II students may not watch ACT I as they are required to check in before the show begins.
 - All costumes and stage make-up must be removed before sitting in the audience for ACT II.
- **Students - no costumes or stage makeup allowed in the lobby following performances.** You must change out of costume and remove stage makeup before meeting friends and family in the lobby.

COSTUMES

- **Costumes are the sole property of American Midwest Ballet.** All costumes remain at the theater and are never taken home.
- **No eating or drinking in costume.** Have a snack or use the restroom before getting dressed in costume.
- **Treat costumes with care.** Always hang up your costume neatly in the dressing room – in show order, then number order. Do not trade costume parts with other dancers. Do not touch other dancers' costumes. Check all costume parts when you arrive and before you leave the theater.
- **Treat all Dress Rehearsals like a Performance** with proper shoes, tights, undergarments, hair, and makeup.

DRESSING GUIDE

- **Arrive at the theater with hair and makeup done.** Please read and follow the hair and makeup instructions on the following pages. Allow plenty of time to practice. Hair and makeup will be checked at the final studio rehearsal.
- **Shoes, tights, and undergarments must be clean and free of holes or runs.** These items purchased by the student remain the property of the student. See next pages for detailed requirements by role.
- **Label your personal items.** At home, use a black Sharpie brand marker to write your first and last name inside your own performance shoes, tights, and undergarments.
- **Girls - no underwear under tights.** Dance tights are designed to serve as undergarments.
- **No plastic straps on nude leotards.** Replace any plastic straps with nude colored elastic (3/8 to 1/2 inch wide).
- **No eyeglasses** for Dress Rehearsals or Performances. Eyeglasses can be worn for Studio Rehearsals.
- **No glitter, jewelry, or nail polish** for Dress Rehearsals or Performances.

DRESSING GUIDE BY ROLE:

ACT/SCENE (show order)	ROLE	ATTIRE	HAIR, SPECIAL MAKEUP
Act I - Party, Battle (transition); Act II	Baby Mice (pink)	Pink tights, nude leotard, pink ballet slippers	Low braid, pinned flat. No ponytail before braiding. No bun. Special Makeup: Black nose, 3 large black whisker dots on each cheek.
Act I - Party	Maids	Black tights, nude camisole leotard, black character shoes (single strap with 2" heel)	French twist.
Act I - Party <i>*Clara also in Battle, Snow, Act II</i>	Party Girls, Baby Party Girls, & Clara	Pink tights, nude camisole leotard, pink ballet slippers	Hair half up. Pull hair in front of ears into a ponytail at crown. Curl the rest in ringlets with a lot of product to hold shape. Practice at home a few times.
Act I - Party	Party Boys & Fritz	Black tights, white briefs, plain white ribbed sleeveless "muscle" shirt (aka "A" shirt), black jazz shoes	Well groomed.
Act I - Party	Party Men & Butler	Plain white ribbed sleeveless "muscle" shirt (aka "A" shirt), black socks, black jazz shoes or dress shoes (BUTLER: jazz shoes)	Well groomed.
Act I - Party	Toy Soldiers	Black tights, black socks, black camisole leotard, black jazz shoes	High bun on top of head. Special Makeup: Red felt circles (provided) glued onto cheeks with eyelash glue (student provides).
Act I - Battle	Battle Jack	White ballet slippers, white socks Girls: Nude camisole leotard Boys: Nude dance belt	Girls: Flat bun on top of head, worn under hat. Boys: Avoid recent haircuts in order to securely pin hat. Special Makeup: Red felt circles (provided) to be glued onto cheeks with eyelash glue (student provides).
Act I - Battle (transition)	Little Dross	Black socks, black jazz shoes Girls: nude leotard Boys: plain white ribbed "muscle shirt" (aka "A" shirt), white briefs	Girls: Low braid, pinned flat. No ponytail before braiding. No bun. Boys: Avoid recent haircuts in order to securely pin wig. Special Makeup: Follow "boy" makeup requirements. Left eye patch (provided) secured with eyelash glue (student provides).
Act I - Battle (transition); Act II	Nutcracker Prince	White tights, nude dance belt, black ballet boots (student provides)	Well groomed.
Act I - Snow	North Wind	Pink tights, nude camisole leotard, pink ballet slippers	Hair half up. Twist and pin sides as pull back. Curl long hair or wear long fall (provided).

ACT/SCENE (show order)	ROLE	ATTIRE	HAIR (SPECIAL MAKEUP)
Act II	Angels	Pink tights, nude camisole leotard, pink ballet slippers	High bun at crown of head.
Act II	Sugar Plum Court	Pink tights, nude camisole leotard, pink ballet slippers	Low bun at nape of neck.
Act II	Candy	Pink tights, nude camisole leotard, pink ballet slippers	Candy Canes & Lollipops: Low braid, pinned flat. No ponytail before braiding. No bun. Meringues: Low bun.
Act II	Arabian Men	Nude briefs (provided), no undershirt, barefoot	Well groomed.
Act II	Chinese	Pink tights, nude camisole leotard, pink pointe shoes	Low braid, pinned flat. No ponytail before braiding. No bun.
Act II	Bakers	Black socks, nude camisole leotard, black jazz shoes	High bun on top of head to fit under hat.
Act II	Cakes	Pink tights, nude camisole leotard, pink pointe shoes	High bun on top of head to fit under hat.
Act II	Elves	Pink tights, pink ballet slippers Girls: Nude camisole leotard Boys: White cotton briefs	Girls: 2 buns made from pigtales in FRONT of ears so hat will fit. Boys: Well groomed.
Act II	Russian	Girls: Pink tights, nude camisole leotard, boots (provided) Boys: Nude dance belt, black tights, black ballet slippers	Girls: Long braid. Boys: Well groomed.
Act II	Butterflies	Pink tights, nude camisole leotard, pink pointe shoes	French twist. Rhinestone stud earrings.
Act II	Bee & Snails	Pink tights, nude camisole leotard, pink ballet slippers	High bun at crown of head.

HAIR

- **Hair for boys and girls must be secured neatly away from face with lots of gel and hairspray.** For girls, use lots of bobby pins to ensure no wisps of flyaway hair fall out of bun and around face.
- **All buns must have hairnet.**
- **No “doorknob” buns.** Buns should be flat to the head.
- **For securing headpieces, use large roller pins. Use in pairs with two pins crossing each other to make an “X”.** This locks the pins into place. Always use more pins than you think. Sally Beauty Supply is a good source for roller pins and hairnets.

MAKEUP

Performance makeup allows the audience to see dancers' expressions from afar. The intensity of the lights washes out the facial features. When seen up close, the makeup may seem over done but it will look correct from the audience.

APPLICATION INSTRUCTIONS:

Foundation —Apply over entire face, blending out to hairline. Choose same shade as skin tone, or just slightly darker.

Translucent Powder—Apply over foundation.

Darken eyebrows with eyebrow pencil—Use brown for blondes; dark brown or black for brunettes.

Brown eye shadow—Apply in crease and on eyelid. Please choose dark brown colors.

Black eye liner—Use liquid eyeliner.
On top of eye, apply liner across eyelid extending out beyond eye to create “wings”.
On bottom of eye, apply from center of eye straight out to make a parallel line with upper “wing.”

White highlight—Use white makeup stick to highlight inner eye (dot), outer eye (between “wings”), and under brow. Available at Mangelsen's.

Mascara—Apply black mascara to lashes.

Dark blush—Apply to apples of cheeks. Dark rose (girls). Dark peach (boys).

Lipstick—Girls use bright red, no pink or burgundy. Recommended lipstick is Kate Moss for Rimmel London Matte Lipstick in shade 111 – Kiss of Life. Available at Target. Boys use mocha brown.

False Eyelashes—For girls ages 14+ only. Buy strip lashes (not individual). Apply a thin line of eyelash glue to base of false lash. Press onto eyelid just above natural lash line and hold; glue will quickly dry. Pull off slowly to remove. Lashes can be reused.

Eyelash glue—Use strip eyelash glue (not individual lash adhesive). Goes on white, dries clear. Use with false eyelashes or for roles requiring special makeup (Toy Soldiers, Battle Jack, Little Dross).

Makeup wipes—Use makeup remover wipes or baby wipes to easily remove stage makeup.



PARENT HELPER AREAS:

In order to be able to offer so many roles for children and make a large production like *The Nutcracker* possible, we rely on help from parents. We ask that all families sign up for at least two slots in an area below.

Please indicate your areas of interest on the audition registration form. You will be directed to sign up for specific shifts at a later date.

Chaperone, which can include

- Lead Chaperone (attend multiple times during production week, answer questions for other chaperones)
- Additional Chaperone (supervise students at theater and ensure they are dressed in costume on time)

Wardrobe, which can include

- Hand sewing (tacking, sewing hooks/bars, attaching elastic straps, etc.)
- Machine sewing (intermediate or advanced; comfortable with machine projects)
- Crafts and props (hot gluing, painting, fabrication)
- Running errands (picking up items and supplies at the fabric store, craft shop, printer, etc.)

Thank you for your help!

DEFINITIONS:

Here are some helpful definitions to help you understand how a professional ballet production works:

1. **Artistic Director** – *The director of the ballet company and its productions.*
2. **Backstage** – *The entire area behind the stage.*
3. **Ballet Master** – *Instructs and rehearses dancers for a professional ballet company's shows.*
4. **Call Time** – *The time at which you are required to be at the theater per rehearsal schedule.*
5. **Crew** – *The people who work backstage in the theater under the direction of the stage manager. The crew includes stagehands who move scenery and props, operate the fly rail, build and set the scenery, handle lighting, and operate sound.*
6. **Double Cast** – *Refers to a role that is shared between two cast members.*
7. **Dress Rehearsal** – *A theater rehearsal in full costume, including stage makeup and hair, during which the entire show is rehearsed without stopping. Dress rehearsals are treated exactly the same as a performance, but with no audience. This is also referred to as "final dress."*
8. **Dressing Area** – *Space where dancers change into and out of costumes during Production Week rehearsals and performances.*
9. **Full Run-Through** – *A studio rehearsal in which an entire act or show is rehearsed with all cast members.*
10. **House** – *The area of the theater beyond the stage where the audience sits.*

11. **Notes** – Observations and instructions given directly to cast members by the artistic director or ballet master at the conclusion of theater rehearsals.
12. **Pre-set** – An area where costumes are laid out in preparation for a quick change. These items should not be disturbed by other cast members.
13. **Production Manager** – The person in charge of overseeing and coordinating all technical aspects of the production.
14. **Production Week** – Dates immediately preceding (and including) performances, during which time all activities take place at the theater. Also referred to as Tech Week or Theater Week.
15. **Quick Change** – When dancers must make a speedy costume change in an area off stage required by having to reappear on stage again in a very short time.
16. **Show Order** – The order of appearance for roles/scenes during a show.
17. **Stage Directions-**
 - **Stage Left** – The left side of the stage when facing the audience.
 - **Stage Right** – The right side of the stage when facing the audience.
 - **Upstage** – The rear part of the stage further away from the audience.
 - **Downstage** – The front part of the stage closer to the audience.
18. **Stage Manager** – The member of the theater crew who has overall charge of everything connected with the stage and backstage. This is the person who calls cues and has responsibility for running the entire performance from opening curtain to final curtain call.
19. **Tech/Dress Rehearsal** – Same as a Dress Rehearsal in full costume and stage makeup, but with technical stops/starts as needed.
20. **Tech Rehearsal** – A theater rehearsal in which the artistic director, stage manager and crew make adjustments for spacing, lighting, music etc. Cast members rehearse on stage with frequent stops and starts.
21. **Understudy** – A dancer that trains alongside cast members to learn a specified role. Understudies may be called upon to step into a role if needed. Being cast as an understudy is a privilege that allows the dancer an opportunity to further develop their skills. Understudies attend all rehearsals and costume fittings for the role. If scheduled rehearsals overlap, dancers give first priority to roles in which they were cast, and second priority to understudy roles.
22. **Wings** – Area beyond drapes at each side of the stage; designed to keep crew and dancers getting on and off stage out of the audience’s line of vision.