

**NUTCRACKER 2018 PRODUCTION WEEK NOTES FOR PARENTS AND DANCERS**  
**Parents – Please review every line of this document with your dancers!!!**

If you have any questions regarding the information presented, please contact:

Erin Van Haaren

Michelle Beckwith

Cell – 517-927-2412

Cell: 517-420-7512

[Vanhes3@yahoo.com](mailto:Vanhes3@yahoo.com)

Thank you in advance for paying strict attention to these rules.

***Before you leave home***

- **Double check your ballet bag:** shoes, tights, make-up, etc. Include an extra pair of tights. Make sure you have on the proper ballet tights for your level from Bottoms Up.
- **REMOVE ALL JEWELRY.** This includes all pierced earrings and belly button piercings, bracelets, ankle bracelets, etc. This is required for all dancers, including guest dancers. Jewelry can cause damage to costumes, tights, and skin. Only jewelry required for the needs of the show and sanctioned and approved by a production committee – wardrobe, makeup, etc. – is allowed.
- **NO FINGERNAIL POLISH**, including clear polish.
- **LEAVE ALL VALUABLES AT HOME.** There will be secure areas for adults and older dancers to leave purses, usually a chaperoned dressing room.
- **MAKE-UP.** Make-up is to be applied as specified by the CBT make-up committee. Any alterations must be approved by the Makeup Committee Chair and the Artistic Director. Volunteers will be available to assist as necessary. For any questions involving makeup, please see **Amy Hanover at [ajhanover@gmail.com](mailto:ajhanover@gmail.com) or 517-944-0909.**

***Arriving at Wharton Center for Performing Arts***

- **No one** is allowed to enter Wharton Center for Performing Arts prior to the stated call time. CBT will be charged extra!
- All CBT dancers and backstage personnel must enter through the stage door.
  - **IMPORTANT – DO NOT DROP DANCERS AT THE THEATRE PRIOR TO THE STATED TIME. There will not be a chaperone.**
- Concessions, ushers, and other front of house personnel may enter through the front lobby if the doors are open.
- **ALL DANCERS MUST SIGN IN UPON ARRIVAL and when LEAVING. There will be sign-in sheets posted on the bulletin board at the stage door entrance.**

***In the Dressing Rooms at Wharton Center***

- Dressing room assignments will be posted at sign-in on technical rehearsal night (Tuesday night).
- Dancer sign-in is posted on the bulletin board at stage door entrance.
- Each dancer is responsible for keeping his/her dressing room area neat.
- Do not hang decorations on the light fixtures.

- Do not use any kind of markers to decorate the mirrors.
- Chaperones will be available in each dressing room to assist dancers with costumes, make-up, etc. They are also there to maintain discipline. All CBT Policies and Procedures remain in effect at the theatre.
- All dancers are required to participate in company warm-ups.
- Dancers are encouraged to bring a book or quiet game to pass the time while in the dressing room.
- During the performance, dancers are to wait quietly in their dressing rooms. Dancers will be notified of their call. QUIET is required in stairwells and any backstage area.
- Dancers are not allowed to visit from dressing room to dressing room unless given approval. Chaperones are required to know the whereabouts of dancers at all times. **DANCERS SHOULD USE THE BUDDY SYSTEM WHEN GOING ANYWHERE!**
- The third floor dressing rooms are for male dancers only. **Female dancers are allowed on the third floor only for warm up and from 5:30 - 6:00** when gifts or well wishes may be delivered.
- **NO EATING OR DRINKING IN THE DRESSING ROOMS.**
- **FOOD CHOICES:** **There should be minimal food in the hallways in the Wharton Center.** Please consider appropriate snacks that are simple, nutritious, and small. Eating during rehearsal, and especially during performances, should be only in case of need for nourishment. Dancers are allowed to bring water and dry foods. These must be kept in the hallway just outside their dressing room. No glass containers allowed.
- **NO EATING OR DRINKING IN COSTUME. NO EXCEPTIONS.**
- **When in the Great Hall, no eating, no drinking, no gum, no feet on seats, and please do not climb over seats or climb up over or jump down from the front of the stage.**
- Cameras are permitted in the dressing room areas only, and should only be used when all dancers are appropriately dressed.
  - **Absolutely NO pictures on stage or back stage, SENIOR PARENTS INCLUDED!**
- Please label all items, especially dance shoes!!
- Radios, TVs, CDs are not permitted in the Wharton Center.
- **PERSONAL MUSIC SYSTEMS:** Personal music players may be used in the dressing rooms only up to warm-up time and only with headphones with the volume at a level that others cannot hear and you can hear others.
- **CELL PHONES:** Dancers may not use cell phones in Wharton Center except for emergencies. No calls and no texting.
- Extremely important emergency messages can get to you by calling: **Erin Van Haaren, 517.927.2412 (CBT Board Chair) Michelle Beckwith, 517-420-7512 (Dancer Management) or Lori Rosendale, 517.242.8770 (Dancer Management)**

### ***Costume Care and Make-Up***

- Dancers are responsible for their own costumes. Costumes are to be hung up immediately after they are taken off. The chaperones are not responsible to pick up after dancers.
- Dancers are to return all their costumes to their dressing room after quick changing back stage.
- **Bring a cover-up such as a robe or large shirt to wear while you are putting make-up on, or waiting for your performance call.**
- Report any costume problems (rips, etc.) to wardrobe (via your chaperone).
- **Before leaving the theatre to go home, be sure that your space is picked up and all costumes are in place and ready for the next performance.**
- **DANCERS IN COSTUME ARE NOT TO SIT DOWN, EAT OR DRINK.**
- There are no extra costumes. Dancers whose costumes are badly stained, in disrepair, or are incomplete may not perform.
- **DANCERS ARE RESPONSIBLE TO ENSURE THAT RIBBONS ON POINTE SHOES ARE SECURE AND THAT RIBBON ENDS DO NOT SHOW.**
- WARDROBE MISTRESSES ARE NOT RESPONSIBLE FOR SEWING YOUR RIBBONS, ELASTICS ON SHOES. PLEASE DO NOT ASK THEM TO DO SO.

### ***During the Performance***

- Warm-ups are held in the 3<sup>rd</sup> floor rehearsal studio.
- Once the house is open (when audience begins to take their seats), listen carefully for instructions – be quiet in the stage area.
- Dancers and back stage crew are not allowed on stage or in the backstage area until permission is granted by the stage manager (Lisa Whiting Dobson).
- Dancers report backstage one number ahead. When you hear “stand by” for your number, leave the dressing room immediately and report backstage. When “places” are called, all dancers for that number should be lined up in the wings ready to go on stage.
- Dancers waiting and parents working backstage **must be quiet**. The only talking that should occur is that which is essential to the show. Parents, please be good role models. It is difficult to enforce this rule with our dancers when we are not following it. Whispering and pointing, while likely very innocent, looks like gossip and can be unnerving to performers.
- Dancers and backstage workers must stay out of audience sight lines. **Dancers**, this includes when you are waiting by the legs to go on. You should not be able to see the audience from where you are waiting.
- Dancers are to be in their dressing rooms until called.
- Do not wander around the building. We are only allowed in specific areas and may be charged extra fees if we are found in unauthorized areas.
- If you have a problem with a prop, see backstage crew personnel only.

- Put away your props as you come off stage.

### ***After the Performance***

- Dancers are not allowed to be backstage after the performance.
- Remove make-up before greeting your public and/or leaving the theatre.
- **PARENTS, FRIENDS AND OTHERS WHO DO NOT HAVE SPECIFIC RESPONSIBILITIES BACKSTAGE OR IN THE DRESSING ROOMS ARE TO WAIT FOR DANCERS IN THE JACKSON NATIONAL LOUNGE.**
- **PARENTS, FRIENDS AND OTHERS NOT DIRECTLY INVOLVED WITH THE PRODUCTION ARE NOT ALLOWED BACKSTAGE OR IN THE DRESSING ROOMS. PLEASE DO NOT ATTEMPT TO GO INTO THESE AREAS UNLESS YOU HAVE A SPECIFIC DUTY. YOU WILL BE ASKED TO LEAVE.**
- **VISITORS ARE NOT ALLOWED BACKSTAGE OR IN THE DRESSING ROOMS AT ANY TIME.** Arrange to meet friends and relatives in the Jackson National Lounge.
- Dancers are not to appear in public areas in costume or make-up.
- Clear the dressing rooms quickly. After rehearsals and performances, we need to clear the dressing rooms and the hall as soon as possible to avoid additional occupancy charges from Wharton Center.

### ***PARENTS***

- **No one is allowed backstage during the show.** CBT is limited by Wharton Center contract to a very few people who will have permission to be backstage.
- Please abide by all posted parking rules. MSU Public Safety is vigilant about parking enforcement and parking tickets are costly.
- **IF YOU ARE DROPPING OFF A DANCER:** dancers may be dropped at the scheduled time. **ALL DANCERS MUST BE WALKED IN BY PARENT OR DESIGNATED GUARDIAN** unless dancer has previous written permission to arrive and drive on their own. Do not bring dancers early. They will not be allowed in.
- After the performance or rehearsal, **IT IS IMPERATIVE THAT YOU ARE PROMPT IN PICKING YOUR DANCERS UP AFTER EACH PERFORMANCE OR REHEARSAL.** We must vacate Wharton Center as soon as possible. **Time is money – we are charged extra if we go over our scheduled time.**
- Before a performance, dancers should eat lightly and avoid heavy, spicy foods.
- Seating in the Great Hall or house access during rehearsals is restricted. Only essential personnel are allowed in the seats of Wharton Center during rehearsals. A chaperone will be assigned to monitor this situation and you will be asked to leave. Those sitting in the seats need to be **quiet.**
- Please review these rules with your dancers. Inappropriate behavior will be dealt with in accordance with CBT policies and procedures.

### ***PARENTS WORKING BACKSTAGE OR IN THE DRESSING ROOMS***

In addition to the above:

- Parent volunteers must sign in or check in as specified by the committee for which you are working.
- First aid supplies are at the stage managers desk. Notify Ms. Ela or a member of dancer management if these items are needed.
- Wear black clothing if working backstage.
- Parents assigned to chaperone in the dressing rooms are to remain in the dressing rooms with the dancers until all are accounted for after the show.
- Parent volunteers are responsible for behavior of the dancers in their charge.
- *Alcohol, smoking, and substances:* MSU does not allow alcohol or controlled substances of any kind (other than medical prescriptions and over the counter medications) in any of its facilities. Alcohol can only be consumed with express written consent of the MSU. Smoking is allowed only outside of the facilities.

Remember we are a children's company, so please use good judgment when representing CBT while working front of house (ushering, concessions, etc.) or backstage.