

# 2023 LBT Nutcracker Information Packet



We are glad that you are part of this year's 33<sup>rd</sup> annual Nutcracker cast! Since this is a professional production and not a recital, there are important rules of which the dancers and parents must be made aware. Please read this packet so that you and your dancer(s) have a positive and rewarding experience. We look forward to an extra-special year! For questions about the schedule, or to notify us of an absence prior to tech week, please send an e-mail to [nutcracker@lakecitiesballet.org](mailto:nutcracker@lakecitiesballet.org).

## **Technical/Dress Rehearsals at Lake Dallas High School / November 19 – 24 (no rehearsal on Thanksgiving Day):**

1. All rehearsals and performances from November 19 - 26 will be held at Lake Dallas High School located at 3016 Parkridge Dr., Corinth, 76210.
2. Dancers must be ON TIME for all rehearsals and performances. **No one is allowed to miss a mandatory rehearsal at the theater (tech week) for any reason. Those who miss a theater rehearsal will be removed from the show without refund of ticket money or audition fee.**
3. Dancers are allowed only one absence **PRIOR** to tech week. This absence should be used for an emergency or serious conflict only. Detailed tech schedules will be given out at a later date.
4. If there is an emergency or serious illness during tech week, the parent must come to the theater, in person, to notify the director prior to the dancer's rehearsal time. No exceptions will be made during this final week.
5. **Absolutely NO food or drinks in the dressing rooms will be allowed. Only covered and labeled water bottles may be brought in.**
6. Please discuss with your child that they cannot roam the building or go outside the theater unsupervised! This is extremely dangerous. Dancers must stay in their assigned areas at all times. Please remind children that they must follow the instructions of the Room Moms and Costume Volunteers. We will contact you if this becomes a problem.
7. **Dress rehearsal is a closed performance.** More information will be sent regarding parent passes, if needed.
8. No videotaping or flash photography of the dress rehearsal, or the actual shows, will be allowed. This will be strictly enforced. A professional video is not sold due to copyrighting laws.
9. Full make-up, appropriate hairstyle, shoes, and full costume are required for dress rehearsal. No nail polish or jewelry of any kind, unless part of the costume. **Do not eat or drink anything but water in your costume.**
10. Parents must bring child/children to the theater with hair and make-up already done and wearing the appropriate leotard and tights with a cover-up. **Send street clothes/shoes to wear after costumes are removed.**

## **Nutcracker Performances – Sat., Nov. 25 at 7:30pm and Sun., Nov. 26 at 2pm**

In consideration of our audience, the following rules must be observed **during the actual performances:**

1. **Performers may not enter the lobby before, during or after the show in costume or make-up!** The only exception are Party Scene Adults and Children who enter, after the audience, from the lobby at the beginning of the production.
2. Parents must refrain from leaving their seat until intermission, unless to remove crying children from the audience during the show. Parents who leave their seats during the show to pick up children distract the audience. **Parents only must pick up and drop off at the designated times and area. (More detailed information to be sent)**
3. Please make sure your dancer has used the restroom **prior** to coming to the theatre. Bathroom access at the theatre is EXTREMELY limited. Performers must use the bathrooms backstage only and not the ones used by the audience **during** the shows. Performers can use the lobby bathrooms before 6:30pm on Friday and Saturday nights and before 1pm on Sunday afternoon.
4. Room Moms will supervise all children until the end of the first Act or until the end of the show.
5. Please send nice street clothes/shoes or studio/company warmups for dancers to change into after they take off their costumes.

## **Arrival and Sign-in at the theater for all dress rehearsals and performances:**

There will be a check in table in the lobby where performers must check in and out each day.

### Room Moms:

1. Room Moms are volunteers who agree to sit backstage with their child's group during one of the performances and until the end of the show. If a child does not behave appropriately for the Room Moms, Mrs. Lannin will contact you.
2. Room Moms help put costumes on the dancers and make sure all costume pieces are secured and worn properly.
3. Room Moms bring the dancers to the stage and return them to the dressing room.
4. **There will be a Room Mom meeting for those volunteers at the theater during tech week to tour the dressing rooms and go over backstage procedures. See your tech schedule for this time.**
5. All Room Moms need to attend Tech/Dress Rehearsals and the performances you are signed up for.

### Volunteers:

This production is made up almost entirely of volunteers! If you would like to help in a particular area (painting scenery, repair work, decorating, concessions, lobby sales, etc.), please contact [guild@lakecitiesballet.org](mailto:guild@lakecitiesballet.org) or [nutcracker@lakecitiesballet.org](mailto:nutcracker@lakecitiesballet.org). Help is always needed with set-up and strike of scenery and costumes.

- All LBT and LBT 2 Company dancers are required strike on Nov. 26. Parents are most welcome and encouraged to help!

### Tickets:

To meet our budget, no free tickets will be available. Tickets for all performances can be purchased by contacting Karen Westphal, LBT Ticket Chair, at [kawmom01@aol.com](mailto:kawmom01@aol.com), on our website at [www.lakecitiesballet.org](http://www.lakecitiesballet.org) or at [www.tututix.com](http://www.tututix.com). All seats are reserved.

### LBT Miscellaneous Business:

1. Make sure we have all current phone and cell phone numbers in case of an emergency. Especially if someone other than a parent is to pick up dancers.
2. Please do not ask our guest artists for autographs before or during the performance. They are mentally and physically preparing for their performance.
3. Nutcracker volunteers and staff work very hard for your children. Abusive or rude behavior towards any of our volunteers or staff may result in removal of your dancer from the show with no refund of participation fee or ticket money.
4. All communications with Lake Dallas HS supervisors during Nutcracker week **MUST** go through the Artistic Director, Kelly Lannin, the Stage Manager, Rachael Clark, the Production Manager, Kristin Langford, or the House Manager, Heike Cullum.

### Costumes:

Costumes are the property of LBT. Much love and expense has gone into making each and every costume. Please respect and care for them. Treat the Lake Dallas High School auditorium/dressing rooms with care and respect, as well. We are very grateful to use their facility and appreciate their support. Parents, please reinforce the following rules with your dancer(s)...

1. There will be **absolutely no** eating or drinking (except water) once dancers are dressed in their costumes. No food or drink (except water) is allowed in the dressing room or the theatre house.
2. Costumes and headpieces will be issued to dancers at the theatre. There will be no extra accessories or headpieces at the theater if lost or damaged.
3. All dancers are required to have make-up kits, tights, liners, trunks (if called for by costume notes) and shoes at dress rehearsal and at all performances. Make sure all shoe elastic is sewn before your first theatre rehearsal.
4. Make up, especially lipstick, will stain costumes. It is best to apply lipstick after your costume is on. All performers will do their own makeup, including the men and boys.
5. Do not wear dance shoes outside.
6. Do not sit in a tutu.
7. Return costume and accessories to the proper rack after each use. **DO NOT THROW COSTUMES ON THE FLOOR!**
8. Do not take any costume pieces home without permission from the Costume Coordinator.
9. Refer to the costume notes email for type of shoes needed and order immediately from En L'air; **other shoes to be dyed should be done by the last Saturday studio rehearsal.**
10. The last Saturday studio rehearsal will be the Party Girl hair check.
11. Extra tights are needed in case of a run.
12. Pointe dancers need new seamed Capezio 9C Theatrical Pink tights, sold at En L'air.
13. For those dancers not on pointe, new Capezio Ballet Pink, non-seamed, non-glossy tights are required. Please check the costume items list for those roles that may not require new tights.
14. **POINTE SHOE RIBBONS MUST BE SEWN IN FOR THE PERFORMANCES!** See Mrs. Lannin or one of the teachers or older company members if you do not know how to do this or if you have a quick change.
15. When dancers are finished performing at dress rehearsal and all performances, your costume(s) should be taken off, hung up and placed on the correct costume rack. Make sure no costume, costume piece or accessory is left behind in the dressing room, or on the floor.
16. LakeCities Ballet Theatre will collect all costumes after the final performance – no costumes should go home with dancers.