



**Student, Parent, Guardian guide
to rehearsing and performing in**

**Eastern Connecticut Ballet's
Nutcracker 2017**

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Dear Students, Parents and/or Guardians:

The following information is to help you during this season's Nutcracker. **Please read ALL of the enclosed information thoroughly, as many of your questions may be answered here.** This will help us all with many unnecessary phone calls during the very hectic season. However, if you have questions, you may check the website: www.easternctballet.com or call the office at 860-739-7899.

We realize this is as much a parent/guardian commitment as it is for the student during a time of year that is traditionally a busy one for families. So we ask you to carefully consider the time involved as you prepare for holiday family plans, vacations, etc.

BEING IN NUTCRACKER IS NOT MANDATORY...IT IS OPTIONAL!

- **REHEARSALS**

Rehearsal schedules will be **posted** in five locations: 1) on the bulletin board located by studio A, 2) posted on the bulletin board between studio C & D (downstairs), 3) In the Levels 5,6,7 dressing room bulletin board and 4) Downstairs dressing room, 5) On the website, Performances/“Information for Performers and Parents”. Rehearsal schedules will also be **e-mailed** to you. If you are **NOT** receiving emails, please come into the office to confirm your email address. This is **not** an excuse for missing rehearsals.

Rehearsals will be scheduled on Tuesdays (5:30-6:30 approx. – Levels 5, 6A, 6B, 7 only), Friday evenings (4-8:30 approx) and Saturday afternoons (10:45-5:00 approx). **Please see rehearsal structure page for who potentially rehearses on each day**

SUNDAYS: 11/5, 11/19, 12/3 MAY be used for rehearsal IF needed. These Sundays MUST be held open from 1-5pm approx.

COMPANY MEMBERS may have additional Sunday Rehearsals.

All students **must** attend every rehearsal for which they are called. In the case of illness or death in the family call the office at 860-739-7899.

All students **must** dress in proper dance attire for all rehearsals, i.e. regular ballet class uniform and ballet shoes (**NO ponytails, sweats, t-shirts, gum, etc.**).

IN THE EVENT OF A SNOW DAY ON A SATURDAY: There MAY be rehearsal scheduled on the following Sunday to make

up for the missed rehearsal.

- **NO EXCUSED ABSENCES FOR REHEARSALS**

There are **NO** excused absences for rehearsals, tech week rehearsals and performance dates once the student has been cast in the ballet and/or has agreed to be in the performance. **Please note that if the dancer misses rehearsal for any reason, that dancer will most likely be removed from the performance.**

- **GRADE DEPENDENT COMMITMENTS**

We need to be notified **immediately** in regards to any school related/grade dependent concert or activity so we may plan rehearsals and casts accordingly. * We are in contact with most schools concerning their music and holiday performances.

- **CASTING**

The Nutcracker is a professional public presentation of ECB and should not be confused with a school “recital”. The commitment to participate in the Nutcracker requires students to attend **ALL** rehearsals scheduled for the roles to which they have been assigned. Students must be available for all performances in which they are scheduled. Most roles are double cast. Therefore your child should expect to perform in 2 or 3 out of 5 performances. Some students **will** perform in all 5 shows.

Casting is **NON-NEGOTIABLE**.

You may **NOT SWAP** performance dates with another student. We have over 100 students involved in this production and cannot begin to accommodate special requests. We appreciate your consideration on this matter. Casting decisions are made by the Artistic Director.

- **PERFORMANCE FEES/COMPANY DUES 2017**

Audition Fee: \$30.00 to be paid on audition day.

Non Company-One Role: \$115.00

Non Company- Two Roles: \$150.00

Company - \$300.00 (for the season- Sept 2017-Aug 2018)

- **TICKETS**

After you receive your child's casting (Cast A and/or Cast B), you may purchase tickets through the Garde Arts Center at www.gardearts.org or [860-444-7373](tel:8604447373).

ECB CLASSES

Students are expected to attend ALL of their regular scheduled classes. If a student has repeated absences from class, they will be subject to dismissal from the production. During Tech Week (December 4-10), there will be **NO CLASSES** held at ECB.

- **MISSING OF ACADEMIC CLASSES**

Students are required to perform on Friday, December 8 at 10 A.M. and/or 12:15 P.M in free performances for local schools. Your child will have to miss school on that date. ECB will provide a letter explaining your child's community contribution on this day. This will serve as your child's absence note from school.

- **INJURY**

In case of illness, injury or other problems- please contact the office immediately. ANY injury requires a doctor's note. All dancers must be able to take a FULL class AND present a doctor's release note, in order to participate in rehearsals or performances (for safety reasons).

The final decision as to whether a dancer will be able to perform will be made by the Artistic Director.

- **SIGN IN/OUT**

When your child arrives at the theater for both Tech Week rehearsals and performances, any child under the age of 16 must be escorted to the stage door. The stage door is located on the backside of the Garde Arts Center on Governor Winthrop Blvd. Please do not drop them on the street to walk in alone. All students will enter and exit the theater from the stage door. Inside the door, there will be a sign in/sign out station and an ECB staff member or chaperone. Please make sure your child is signed in upon arrival and signed out at dismissal. Unless you are a volunteer on that day, you are asked to leave your child at that point.

To pick up your child after the performance, you are **NOT PERMITTED** to walk through the theater/house and stage area to get to the dressing rooms. You must exit the building and walk around to the stage door to retrieve your child. After proper sign out has occurred, you may **ONLY** exit through the stage door onto Governor Winthrop Blvd.

If another parent is taking your child home for any reason, please send a note with your child. This note should be handed to the sign in/out person upon arrival. This note must include your child's name, your name and phone number, and the name and phone number of the person with

whom your child will be leaving. *No child will be dismissed without this note.*

- **PARENTS/FRIENDS**

Parents and friends are **NOT PERMITTED** in the backstage area. The backstage area is VERY SMALL! Only chaperones will be allowed past the sign in/out station. After the performance, parents and friends may come to the stage door and meet with dancers after proper sign in/out has occurred.

- **STUDENTS ATTENDING PERFORMANCES**

Dancers in the performance will **NOT** be allowed to leave during intermission to join their family in the theater. We encourage you to bring your child to another performance. It is a wonderful experience for dancers to see a show in which they are **NOT** performing, allowing them to see the beauty of the production in its entirety.

- **CHAPERONES**

Your child will be chaperoned at ALL TIMES at the theater. These chaperones are present for your child's safety and should be treated with respect and courtesy. All students are expected to follow instructions from their chaperone. Any student who is not behaving appropriately will be reported to the Directors. All reports of disorderly conduct will be assessed on an individual basis, not to exclude the possibility of removal from the production or further productions.

- **TECH WEEK- DANCERS IN THE THEATER**

Students who are performing in alternate casts must be in the house/theater at all times when their part, regardless of cast, is being rehearsed. *"Party Babies", "Mice", "Angels" and "Chinese Children" are not required to be present when the alternate cast is scheduled to rehearse and perform.* There will be a designated seating area for the alternate cast members and chaperones will be provided. This is to benefit the dancers and provide them with additional experience and information. The arrival and dismissal times for the alternate cast will be listed on the Tech Week Schedule.

- **TECH WEEK REHEARSALS**

Students must attend **ALL** Tech Week rehearsals. Please follow the schedule and arrive on time. Monday and Tuesday involve spacing and tech rehearsals. Dancers will wear their ECB class attire. Wednesday and Thursday are dress rehearsals and Friday, Saturday, and Sunday are performances. Dancers need to arrive with proper hair, make-up, tights, and shoes. Wednesday and Thursday are professionally photographed. No

jewelry or nail polish is permitted. Please look your best!!

- **PERFORMANCE RESPONSIBILITIES**

1. Arrive ON TIME – remember to allow plenty of time in the case of bad weather.
2. Sign IN and OUT.
3. ONLY chaperones will be allowed past the sign in/out station (badges will be worn by all chaperones).
4. Come with your hair and make-up DONE. This is NOT the chaperones responsibility.
5. ALL personal belongings must be labeled with your child’s name in ONE bag.
6. Bring books and quiet games to remain occupied during down time.
7. LISTEN TO and COOPERATE with all instruction from Directors, Staff and Chaperones.
8. HAVE a great time and enjoy the experience of being in the production.
9. Have a positive attitude and get PLENTY of rest!
10. In case of illnesses, call AS SOON AS POSSIBLE.
11. Cell phones must remain in BAGS- and ONLY used for EMERGENCY.
12. If you are found with a cell phone and/or camera backstage it will be confiscated.
13. All electronic use will be closely monitored.

- **VALUABLES/JEWELRY**

ECB cannot be responsible for the loss of any valuables—i.e. jewelry, Nintendo DS, iPods, cell phones, cameras, etc. No jewelry is to be worn, unless it is part of your costume requirement. The use of cell phones should be limited to EMERGENCIES ONLY. No texting, video, phone calls or surfing the Internet in the theater or dressing rooms. NO PHONES or CAMERAS are allowed backstage.

- **MAKE-UP/HAIR**

Please follow the proper make-up and hair guidelines outlined in your paperwork. The Mandatory Make-up Kit must be ordered at ECB’s office by October 4, 2017 if you don’t already have one. This keeps the production uniform. Hair and make-up must be done **BEFORE** arriving at the theater. Each role will be provided with a packet of information outlining proper hair/make-up/costume requirements. This information will be located on the Parent Corner of the website. * See important date sheet for Stage Make-up practice days.

- **COSTUMES**

There will be Costume Fittings for each role; these fittings will be detailed out on your weekly rehearsal schedule. All costumes are the property of ECB and should be treated with respect. There is NO eating or drinking anything (other than water) once in costume. Do not sit on the floor or lean on rough/unclean surfaces. Be careful of make-up smears. No costumes should be thrown on the floor or a chair. Report ANY costume mishaps or repairs IMMEDIATELY to the Costume Mistress, Cynthia Gravelin. After your child comes off stage, costumes and head pieces are to be returned to the proper hanger and bag labeled with their name on it.

- **PROPS**

All props are the property of ECB. Under no circumstances may a performer remove a prop from backstage or from the theater. Props will be located in the designated area on the prop table backstage. Props will be picked up from the prop table for use on stage and must be returned to the prop table when not in use. DO NOT TAKE THEM TO YOUR DRESSING ROOM WITH YOU.

- **TIGHTS/SHOES**

Tights and shoes must be clean and free of holes. Shoes must be **LEATHER**. Your child should bring an extra pair of tights with them to the theater. All shoes are to have your child’s name in BOTH of them.

** **POINTE SHOES:** Please think ahead! You must have appropriate pointe shoes for all rehearsals, tech rehearsals and performances. For rehearsals at ECB and the theater pointe shoes should be **ALIVE not DEAD!** At the theater shoes must be clean, ribbons must be clean and must be adequately prepared and broken in.

- **BEHAVIOR**

Professional behavior is expected of every performer regardless of age. Students must conduct themselves in a quiet, orderly fashion during all rehearsals, both at ECB and in the theater, costume fittings, and performances.

The following behavior is NOT PERMITTED:

- * running
- * pushing
- * shoving
- * abusive/inappropriate language
- * eating or drinking in costume

- * touching props or scenery
- * disrespect towards the Directors, Staff, Stage Crew, Garde personnel, Chaperones, and other dancers.

At the Garde Arts Center, students are expected to clean up after themselves in the theater, restrooms, lobbies and dressing rooms. They are responsible for all their personal belongings.

- **PHOTOGRAPHY/VIDEOGRAPHY**

ECB hires both a professional photographer and videographer for The Nutcracker. Photos will be taken during the dress rehearsals, and all three public performances will be videotaped. Parents and audience members **MAY NOT** videotape or take photos of any rehearsal or performance. The purchase of both photos and videos will be available to parents after the performances.

- 1. Cell phones must remain in BAGS- and ONLY used for EMERGENCY.**
- 2. If you are found with a cell phone and/or camera backstage it will be confiscated.**
- 3. All electronic use will be closely monitored.**

- **NO CLASS/ NO REHEARSAL**

If a student has class preceding a rehearsal, they may not rehearse unless present in class. Absences due to SAT's held on Saturdays are permitted.

- **BETWEEN SATURDAY PERFORMANCES**

ONLY levels 6A, 6B and 7 are allowed to stay at the Garde between the 1:30 and 7:00 performances on Saturday. All other dancers must be picked up with proper sign out procedure.

- **FOOD/HOMEWORK**

For all rehearsals and performances, dancers should pack a light **DRY** snack and plenty of water for consumption while they are waiting to perform. Snacks are **NOT TO BE EATEN IN COSTUME**. Dancers are also welcome to bring homework to work on while waiting to go on stage. During rehearsals held at ECB, snacks, full lunches, and dinner may **ONLY** be eaten in dressing rooms, **NOT** in the studios.

- **COMPANY CLEANING ASSIGNMENTS**

Each company dancer will be assigned a clean-up job (dressing room clean-up or costume pack-up) after the Sunday performance. The list, with your

assigned task will be posted. You may not go to the cast party until your job is complete.

- **IN CASE OF EMERGENCY**

WEATHER: In most cases, rehearsals and performances will go on as scheduled. If you are unsure if a performance is occurring due to bad weather, check the school's voicemail. An email will also be sent, notifying you of a cancellation or a delay. You can also check our Facebook Page.

ILLNESS DURING TECH WEEK: If your child has become too ill to perform, please call 860-912-0115 to notify us.

IMPORTANT DATES:

Tech Week: Dec. 4- Dec. 10

Children's Performances: Dec. 8 at 10 am & 12:15 pm

Public Performances: Dec. 9 at 1:30 pm & 7 pm, Dec. 10 at 1:30 pm

PLEASE SEE IMPORTANT DATE SHEET FOR ALL DUE DATES.

**Garde Arts Center
325 State Street
New London CT, 06320**

Meeting Notes:

DIRECTIONS TO STAGE DOOR:

(All dancers will enter and exit through the stage door.)

From I-95 North

Take Exit 83, onto ramp for 0.2 miles.
Continue STRAIGHT. This street will turn into Huntington Street. Continue for 0.7 miles.
Turn LEFT onto Gov. Winthrop Blvd. The stage door will be on the right, across from the funeral home, and diagonal to the Radisson.

From I-95 South

Merge onto CT-32 E via Exit 84S. This becomes Eugene O'Neill Drive.
Turn RIGHT onto Gov. Winthrop Blvd. The stage door will be on the left, across from the funeral home, and diagonal to the Radisson.

CONTACT INFORMATION

ECB PHONE NUMBER:

860-739-7899

ECB EMAIL:

easternctballet@aol.com

ECB WEBSITE:

www.easternctballet.com

ECB SOCIAL MEDIA:

www.facebook.com/EasternCTBallet

<http://instagram.com/easternctballet>

IF YOU HAVE LOST YOUR PAPERWORK:

Go to the website and click on Parent Corner. There, you will be able to view all information, schedules and requirements.

EMERGENCY PHONE NUMBER (during Tech Week ONLY):

860-912-0115