

The Nutcracker w/ Ballet West

Presented by the Anchorage Concert Association

The *Nutcracker* performances are right around the corner! Please review this packet carefully for details on how to safely check in/out your student, requirements for your student at the theatre, and tech week schedule.

Check In/Out Procedures:

All dancers are required to check in at ADT's check in desk. To get to ADT's check in desk, enter through the ACPA's Security/Stage Door Entrance off of 5th Ave and G Street and go down the stairwell across from the center's security station. Please do not enter the loading dock for any reason! Dancers should not be dropped off in the loading dock and cars should not pull into the loading dock for any reason.

All dancers must be checked out by a parent or guardian at ADT's check in desk, unless parents have granted **written** permission for the child to leave/drive himself/herself independently, or with another adult. *The Nutcracker* **Pick Up** form is located in the back of this packet. All dancers, regardless of age, need this form to be checked out independently.

Students will remain at the check in desk until their chaperone or an ADT representative escorts them back to their dressing room. **Please do not drop off your dancer before call time.** Students are to remain in their dressing rooms unless directed elsewhere. Parents are not allowed backstage unless they have volunteered to be a chaperone for that day and time. Any deliveries/messages meant for performers can be left with ADT staff at the check-in desk to be delivered to them.

Dressing Room and Theatre Etiquette

Food Etiquette in the Theatre:

- Performers are not allowed to eat in or near any costumes. Healthy snacks may be eaten in assigned areas only. Candy, chocolate, gum, colored beverages or glass containers are not allowed in any dressing room. Children should eat a healthy meal before arriving to the theatre, and bring only light, mess-free snacks with them during downtimes.
- Some years, students are granted access to the Green room for snack time and to rest. This is a common area and must be kept clean at all times.
- Parents- Please do not drop off Pizzas, Chinese food, snack trays, or any other greasy or messy foods. Students who do not follow the rules with regards to food will lose access to their dressing rooms.

Jewelry:

- Performers are not allowed to wear jewelry of any kind with their costumes. Please leave all jewelry and valuables at home. ADT is not responsible for any lost or stolen items.

Union Dressers:

- Parent volunteers may not touch, pin, or help with the costumes in any way unless asked to by the union dressers. Union dressers will be in the performer's dressing room, and will assist the children in and out of their costumes. Any costume problems should be reported to the union dressers and ADT staff.

Cameras/Video Cameras:

- Please do not videotape any activity in the theatre. No photography of any kind is permitted backstage or in the dressing rooms. Please do not send your child to the theatre with a camera. Chaperones may not take photos during any photo shoots.

Quiet Activities:

- While in the dressing rooms, performers may bring quiet games, books, or coloring activities. Please do not bring any expensive or valuable electronics to the theatre. Please do not bring anything that could leave a mess in the dressing rooms. ADT is not responsible for lost or stolen items.

Lifetouch Photo Shoot:

- This year, Nutcracker photos will be taken by Lifetouch. Due to the tight run order of Ballet West's shows, we will not be able to take group pictures, and will only be doing individuals shots.
- Pictures will occur during all 6 performances, and students who wish to receive a picture will be escorted to the picture location during a convenient time for the show.
- Lifetouch packets are available at ADT's front desk and check-in desk at the ACPA.

Personal Clothing/Dance Apparel:

- Please be sure to label all personal items, including shoes, tights, and street clothes with your name. Especially during quick changes, items can get tossed aside and accidentally grabbed by the wrong person.
- Having everything labeled properly will assist you in finding anything that may have gone missing during your week in the theatre.
- Dancers are asked to arrive at the theatre wearing clothes over their ballet attire.
- No dancers are expected to rehearse in only a nude or white leotard. During rehearsals where costumes are not required, dancers should wear class attire. Nude or white leotards should be considered an undergarment to go underneath a costume, not something to wear to rehearsals on a regular basis.

Make-up:

- Review the Hair and Make-up information provided in this packet. Union personnel will apply make-up and/or wigs that are required beyond your costume/make-up requirements. If you are concerned about any allergic reactions, please bring a note describing such concerns.

Emergency Phone Number at ACPA is #263-2965:

- This phone will be answered by "Security" at the ACPA. Messages left there must be of the urgent nature. Ask the security personnel to locate an ADT staff member in charge. Performers may have access to the phone in the lounge to make important out-going calls.

Alternates for Performing Dancers:

- All dancers, including understudies must be available to perform when not scheduled, and should be only a phone call away. If ADT needs to notify a dancer that he/she will be performing when not originally scheduled, we must have accurate contact information. If your information has changed since the time of the auditions, please inform ADT staff of a convenient number to reach you by.

Tech Week Expectations

- Tech week includes many long nights for our Nutcracker performers, not all of which will have them actively participating on stage. Dancers are expected to attend every rehearsal for the entire duration listed in the tech packet, regardless of if they are participating or observing. **All requests to be dismissed early will not be approved.**

Chaperone Duties

- Being a chaperone can be a fun and exciting way to observe all of the behind the scenes actions. Chaperones are also a vital part of the success of Nutcracker week. We ask that each family try to commit to at least 1 chaperone spot to help spread out the responsibility among many. Please be on the look out to receive an email containing chaperone signup information through Sign up Genius.
- There is a mandatory Chaperone Meeting at the Alaska Center for the Performing Arts on Saturday, November 23 from 12:00-1:00. Please enter through the stage door off of 5th Avenue and G Street and meet on the loading dock.

Thank you for being part of *The Nutcracker* with Ballet West. Your cooperation and positive support has helped to make this annual tradition a wonderful and invaluable experience for your child!

Ballet West *Nutcracker* Tech Week 2019

Sunday, November 24th @ Alaska Dance Theatre

*Please wear performance style hair to rehearsal.

5:00 pm - 7:00 pm Party Scene

7:00 pm – 8:00 pm Fight Scene

8:00 pm – 9:30 pm ACT 2

Monday, November 25th @ Alaska Dance Theatre

4:30 pm – 5:45 pm Clara. Fritz and Nephew join at 5:00 pm

5:45 pm – 8:00 pm ACT 1

8:00 pm – 9:30 pm ACT 2

Tuesday, November 26th @ Alaska Center for the Performing Arts

*Dancers should wear their performance hairstyle to the costume fitting. Dancers should bring and have ready all required costume pieces.

Costume Fitting Schedule

2:45 pm – 3:15 pm Pages

3:00 pm – 3:45 pm Ladies in Waiting

3:45 pm – 4:15 pm Carolers and Vendor

4:15 pm – 4:45 pm Clara, Fritz, and Nephew

4:45 pm – 5:15 pm Party Girls and Mouse Prince

5:15 pm – 5:45 pm Party Boys

5:45 pm – 6:15 pm Buffoons

6:15 pm – 6:45 pm Servants

Alaska Dance Theatre is funded in part by contributions from businesses, individuals and foundations including: Alaska State Council on the Arts, Atwood Foundation, Municipality of Anchorage, the Block Foundation and the National Endowment on the Arts.



7:45 pm – 8:45 pm Soldiers, Mouse Minion, Butler

Rehearsal Schedule

5:00 pm – 5:30 pm Buffoons on Atwood Stage with Mother Buffoon skirt

5:45 pm Call Time for ACT 1

6:45 pm Call Time for ACT 2

6:00 pm – 8:00 pm Rehearsal with partial company on Sydney Laurence Stage. ACT 1 will be dismissed early, possibly around 7:15 pm.

Wednesday, November 27th @ Alaska Center for the Performing Arts

*All dancers should wear their performance hair and makeup to both rehearsals today. Dancers should bring and have ready all required costume pieces to wear with costumes.

2:00 pm Call Time for ACT 1

2:15 pm – 2:45 pm Mouse Minion rehearsal on stage

2:30 pm Call Time for ACT 2

2:45 pm – 5:15 pm Cast B rehearsal on stage. Cast A will watch from house and should wear warm ups. ACT 1 may be released once finished.

7:30 pm – 10:30 pm Cast A Dress rehearsal. Cast B will watch from house, and should wear normally street clothes to sit in audience.

Thursday, November 28th- Happy Thanksgiving!

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Friday, November 29th @ ACPA- 2:00 pm Performance, Cast A

Role	Call Time	Performance Time	Dismissal
ACT 1	1:00 pm	2:00 pm	@ Intermission if not in ACT 2
ACT 2	1:30 pm	2:00 pm	Approx 4:15 pm

Friday, November 29th @ ACPA- 7:30 pm Performance, Cast A

Role	Call Time	Performance Time	Dismissal
ACT 1	6:30 pm	7:30 pm	@ Intermission if not in ACT 2
ACT 2	7:00 pm	7:30 pm	Approx 9:45 pm

Saturday, November 30th @ ACPA- Rehearsal for Cast B

8:15 am Call ACT 1 Cast B

9:15 am Call ACT 2 Cast B

8:30 am – 10:45 am Cast B rehearsal on Stage

Saturday, November 30th @ ACPA- 2:00 pm Performance, Cast B

Role	Call Time	Performance Time	Dismissal
ACT 1	1:00 pm	2:00 pm	@ Intermission if not in ACT 2
ACT 2	1:30 pm	2:00 pm	Approx 4:15 pm

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Saturday, November 30th @ ACPA- 7:30 pm Performance, Cast A

Role	Call Time	Performance Time	Dismissal
ACT 1	6:30 pm	7:30 pm	@ Intermission if not in ACT 2
ACT 2	7:00 pm	7:30 pm	Approx 9:45 pm

Sunday, December 1st @ ACPA- 1:00 pm Performance, Cast B

Role	Call Time	Performance Time	Dismissal
ACT 1	12:00 pm	1:00 pm	@ Intermission if not in ACT 2
ACT 2	12:30 pm	1:00 pm	Approx 3:15 pm

Sunday, December 1st @ ACPA- 5:30 Performance, Cast B

Role	Call Time	Performance Time	Dismissal
ACT 1	4:30 pm	5:30 pm	@ Intermission if not in ACT 2
ACT 2	5:00 pm	5:30 pm	Approx 7:45 pm

Final Bow Notes: Pages, Ladies in Waiting, Servants, and Butlers will need to stay till end of show for the final bow. Buffoons will be dismissed after their final curtain appearance in the apotheosis. All ACT 1 parts will be dismissed at intermission and will not be in the final bow.

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Costume and Make-up Needs

Costumes are provided by and are the property of Ballet West, however cast members will need to provide the following personal performance items: hair pins, hair nets, hair spray, hair gel and a brush.

Please follow the directions below to the Nutcracker parent info pages on the Ballet West website for detailed requirements for your dancer's role.

Step 1: Visit www.balletwest.org

Step 2: Scroll to the bottom of the page

Step 3: Click on the words PARENT INFO

Step 4: The access password for *The Nutcracker* is: **firstnutcracker**

Step 5: Scroll down on the menu and click on "Costumes, Makeup, & Hairstyles"

Important Notice: Ballet West is now asking all students to arrive at the theatre with both Hair and Makeup already complete. Makeup will no longer be completed at the theatre as originally suggested. Please review and practice hair and makeup a head of time to ensure that your dancer is ready for their part!

***Nutcracker* Pick-Up Note**

Use this form to provide permission for your child to leave the ACPA with another adult, drive herself/himself, or leave independently.

Submit this form to the ADT front office or drop off at the ADT Check-in desk.

If this form is not submitted, your child will not be allowed to leave without a parent/guardian present. NO EXCEPTIONS.

Dancer's Name

Today's Date

Role and Cast in *Nutcracker*

Parent's Signature

Cell Phone

Email

Message: _____

_____ My child may check out independently.

_____ My child may be checked out and leave the theatre with the following adults:

- 1) _____ Cell # _____
- 2) _____ Cell # _____
- 3) _____ Cell # _____