



2019 NUTCRACKER IN WONDERLAND PERFORMANCE GUIDE
for parents and students

Welcome to Nutcracker in Wonderland 2019! This guide was created to help create a positive and successful production week experience. Parents and students should review this guide so they know what to expect at the theater. You will also find information on what items students need to bring to production week rehearsals and performances.

TABLE OF CONTENTS

Production Week Schedule	2
Sign In/Sign Out Procedures	3
Production Week Quick Tips	3
Location & Contact Information	3
Theater Etiquette & Expectations	4
Photos & Videos	5
Costumes, Hair, & Makeup	6
Volunteers	8
Cast Apparel	8
Advertise with Ballet Co.Laboratory	8

ABOUT NUTCRACKER IN WONDERLAND

Ballet Co.Laboratory presents your holiday favorite with a whimsical twist! Nutcracker in Wonderland tells the story of grown-up Clara home from college for the holidays. During her family's annual party, she reencounters her grade school friend Patty. Together they rediscover the magic of their childhood and realize the freedom possible within adulthood. In true Nutcracker form, nutty Uncle Drosselmeyer brings the Mouse Queen and King to life, along with other Wonderland creatures. Clara and Patty waltz through the Land of Snowflakes and meet your Wonderland favorites including the mischievous Cheshire Cat, the ever-late White Rabbit, the mesmerizing Caterpillar, and the spiteful Queen of Hearts.

PRODUCTION WEEK SCHEDULE

TECH REHEARSAL - TUESDAY, DECEMBER 10			
Level	Call Time	Class Start Time	Rehearsal End Time
Levels 1 & 2	4:30pm	n/a	8:00pm
Level 3, 4, & 5	4:00pm	4:15pm	8:00pm
DRESS REHEARSAL - WEDNESDAY, DECEMBER 11			
Level	Call Time	Class Start Time	Rehearsal End Time
Level 1	4:30pm	4:45pm	8:30pm
Level 2 & 3	4:15pm	4:30pm	8:30pm
Level 4 & 5	3:45pm	4:00pm	9:00pm
DRESS REHEARSAL - THURSDAY, DECEMBER 12			
Level	Call Time	Class Start Time	Rehearsal End Time
Level 1	4:30pm	4:45pm	8:30pm
Level 2 & 3	4:15pm	4:30pm	8:30pm
Level 4 & 5	3:45pm	4:00pm	9:00pm
OPENING NIGHT PERFORMANCE - FRIDAY, DECEMBER 13 7:30PM			
Level	Call Time	Class Start Time	End Time
Level 1	5:45pm	6:00pm	9:15pm
Level 2 & 3	5:15pm	5:30pm	9:15pm
Level 4 & 5	5:00pm	5:15pm	9:15pm
EVENING PERFORMANCE - SATURDAY, DECEMBER 14 7:30PM			
Level	Call Time	Class Start Time	End Time
Level 1	5:45pm	6:00pm	9:15pm
Level 2 & 3	5:15pm	5:30pm	9:15pm
Level 4 & 5	5:00pm	5:15pm	9:15pm
MATINEE PERFORMANCE - SUNDAY, DECEMBER 15 2:00PM			
Level	Call Time	Class Start Time	End Time
Level 1	12:15pm	12:30pm	3:45pm
Level 2 & 3	11:45am	12:00pm	3:45pm
Level 4 & 5	11:30am	11:45am	3:45pm

SCHEDULE NOTES

- ★ Arrive as close to the call time as possible. Arriving early can impact check-in processes and chaperones/staff may not be on site yet.
- ★ The performance run time is approximately 90 minutes. Students will be dismissed at the end of each performance after they have changed - so pick up times are approximate.
- ★ We will do our best to start and end all rehearsals on time. On occasion, a rehearsal or performance may run over or end early. Thank you for your patience and flexibility by supporting your student during production week!

SIGN IN/SIGN OUT PROCEDURES

Level 1 & 2 students must be signed in and out by a parent/guardian/trusted adult each day.

- ★ Please walk your student into the lobby and sign in at the backstage hallway doors.
- ★ At the end of each rehearsal and performance, send one parent/guardian to the check-out table. Parents are not permitted backstage and must wait in the parent pick-up line to sign-out their dancer.

Level 3, 4, & 5 students must sign themselves in and out at the backstage hallway doors for each rehearsal and performance.

QUICK TIPS FOR PRODUCTION WEEK

- ★ All rehearsals in the theater are closed. Parents and guests are not permitted to watch from the house. Parents who wish to stay on site may wait in the lobby until their student is dismissed for the evening. If you want to get a behind-the-scenes look during production week, sign up to volunteer as a chaperone or backstage runner!
- ★ Students should wear their regular class attire and warm-up clothes for Tuesday's tech rehearsal.
- ★ Full costume, hair, and makeup is needed for Wednesday & Thursday dress rehearsals and all performances.
- ★ Students may bring homework, books, or quiet activities to stay busy when they have down time.

LOCATION & CONTACT INFORMATION

LOCATION

All production week rehearsals and performances will be held at the Huss Center for the Performing Arts. Enter through the lobby doors located on the west side of the campus, off of Randolph Avenue. Parking is free.

Huss Center for the Performing Arts - St. Paul Academy & Summit School
1712 Randolph Avenue, St. Paul

CONTACT

Day-of-Performance Emergencies For day-of emergencies during production week, such as an illness, email the volunteer coordinator volunteercoordinatorBCL@gmail.com AND Anna Roehr at aroehr@balletcolaboratory.org.

Ballet Co.Laboratory For general questions, contact us at info@balletcolaboratory.org or 651.313.5967.

THEATER ETIQUETTE & EXPECTATIONS

STUDENT EXPECTATIONS

Professional behavior is expected of all students at all times. Students must conduct themselves in a kind, respectful, and responsible manner during all rehearsals and performances. All students should follow the below guidelines at the theater:

- ★ Work together and help one another backstage.
- ★ Be respectful towards ballet staff, directors, stage crew, chaperones, volunteers, fellow students, etc.
- ★ No running, horseplay, pushing, shoving, or negative language
- ★ No talking is allowed backstage during dress rehearsals and performances.
- ★ Clean up after yourselves and keep all areas including restrooms, dressing rooms, and backstage areas in the manner in which you found them (or better!)
- ★ Remain backstage until the end of each performance. Students will not be permitted into the house or the lobby during the show.
- ★ Parents and guests are not permitted backstage. Students may visit with family and friends in the lobby after the performance.
- ★ After performances, change into street clothes before going into the lobby.

FOOD AT THE THEATER

When possible, students should eat before arriving to the theater (particularly during Tuesday's tech rehearsal and all performances). Bring your own snacks if needed. Snacks should be non-messy (example: don't bring Cheetos). Students should bring a filled water bottle each day. Food and drinks are not allowed near costumes, on stage, or in the house.

BACKSTAGE SUPERVISION & CHAPERONES

At the theater, students in levels 1, 2, and 3 are supervised by parent volunteer chaperones. Our chaperones ensure younger students are monitored while in the building and are signed in and out each night. Students in levels 4 and 5 do not have assigned chaperones. However, volunteers and trusted adults are available and present backstage should they need something.

While students are encouraged to bring activities to keep them busy during down time, chaperones may also bring quiet, non-messy activities or electronic devices with video for dress rehearsals or performances to help entertain our younger students when they have a break.

PHOTOS & VIDEOS

Photography and video of all rehearsals and performances is prohibited (except when organized by Ballet Co.Laboratory). Copyright of this production is owned by Ballet Co.Laboratory.

Volunteer chaperones may take pictures of students in costume in the dressing rooms. Chaperones may not take pictures backstage or from the wings during performances or rehearsals.

COSTUMES

COSTUME HANDLING RULES

What you need to know

- ★ Absolutely no eating or drinking anything other than water in your costume.
- ★ All costumes must be hung after use. Do not leave them on the floor in a heap.
- ★ Please hang all costumes on the rack so that the front faces left. Pin the nametag on the left sleeve/left side of the costume so that it is visible while hanging. This makes them easier to sort through and keep organized.
- ★ Be gentle while pulling up your costumes. Start pulling at the waist until it is over your hips. Then, pull by the straps.
- ★ If your costume has a tutu, do not sit in a chair or lie down while wearing your tutu. Do not pull the sides of your tutu up into a “taco” while going through doorways - doing so rips out the tacking in the tutu and causes wrinkles. Instead, tilt your skirt to clear the frame.
- ★ Costumes do not leave the studio or theater without expressed permission from the Costume Manager (Therese) or Artistic Director (Zoé).

Additional costume, makeup, and hair notes

- ★ Arrive at the theater in your warm ups, tights, and leotard (as applicable) with hair done.
- ★ All students should bring supplies to the theater to fix hair if necessary (hairbrush, hairspray, bobby pins, binders, etc.).
- ★ Students are encouraged to not share hair brushes or combs
- ★ Performance ready hair means no wisps. Use hairspray or gel.
- ★ Boys do not need to wear mascara or lipstick. Light stage makeup is encouraged based on your class level.
- ★ Ballet pink briefs (if required for your role) are to be worn over the leotard/tights.
- ★ Do not wear any jewelry (unless required for your costume). Personal jewelry is best left at home.
- ★ Remove any nail polish on fingernails before arriving to the theater.

COSTUME SUPPLEMENTS TO BE PROVIDED BY STUDENT					
Role	Level	Leotard	Tights	Other	Shoes
Party Children (girls)	Level 1	Nude camisole leotard	Pink footed tights	Ballet pink briefs	Pink ballet shoes
Party Children (boys)	Level 1	White tee	Black footed tights	n/a	Black ballet shoes
Cards	Level 2	Nude camisole leotard	Pink footed tights	n/a	Pink ballet shoes
Time	Level 3	Nude camisole leotard	Pink footed tights	n/a	Pink ballet shoes
Little Rats	Level 3	Nude camisole leotard	Black footed tights	n/a	Black jazz shoes*
Caterers	Level 3	Nude camisole leotard	Black footed tights	n/a	Black jazz shoes*
Fritz	Level 3	White tee	Black footed tights	Black socks	Black ballet shoes
Butler	Level 3	White tee	Black footed tights	Black socks	Black ballet shoes
Party Teens	Level 4	Nude or black camisole leotard (depending on costume)	Pink footed tights	Ballet pink briefs (for costumes with nude leotards)	Pointe shoes
Au Pair	Level 5	Nude camisole leotard	Pink footed tights	n/a	Pointe shoes
Rats	Level 5	Nude or black camisole leotard (optional)	Black stockings	n/a	Pointe Shoes (colored black)
Snow	Level 5	Nude camisole leotard (optional)	Pink footed tights	“Diamond” stud earrings	Pointe shoes
Red Rose	Level 4/5	Nude camisole leotard (optional)	Pink footed tights	“Diamond” stud earrings	Pointe shoes

*Note: Should you be unable to purchase the shoes necessary for your role, please connect with Anna Roehr prior to production week.

MAKEUP TO BE PROVIDED BY STUDENT		
Level	Makeup List	Instructions
Level 1	Pink Lipstick (warm tone) Pink Blush (warm tone) Make-up remover wipes	Bring makeup in a small bag, Makeup will be applied by volunteers at the theater. Label all items with student's name.
Level 2	Red Lipstick (warm tone; D for Danger from MAC is a good shade, for reference) Pink Blush (warm tone) Black Mascara Make-up remover wipes	Apply mascara before arriving to the theater. Bring makeup in a small bag. Makeup will be applied by volunteers at the theater. Label all items with student's name.
Level 3	Foundation (to match skin tone) Powder (to match skin tone) Black liquid or pencil eyeliner Black Mascara Nude eyeshadow palette Pink blush (warm tone) Pink Lipstick (warm tone, natural looking, not bold) Make-up remover	Apply all foundation and eye makeup before arriving to the theater. Apply blush, lipstick, and other touch-ups as needed after warm-up class.
Level 4 & 5	Foundation (to match skin tone) Powder (to match skin tone) Eyelashes and glue Black liquid or pencil eyeliner White Kohl pencil Black Mascara Nude eyeshadow palette Eyebrow pencil (to match your natural color) Pink blush (warm tone) Red Lipstick (warm tone, natural looking, not bold) Make-up remover	Students may apply foundation and eye makeup before arriving to the theater if they prefer. Apply blush, lipstick, and other touch-ups (or all makeup) as needed after warm-up class.

HAIRSTYLES	
All Levels	Hair Instructions
Girls/Women	<p>Party Children & Party Teens: Wear hair half up, half down, away from the face.</p> <p>Big Rats, Snow, & Roses: Wear hair in a french twist, twisted clockwise, part on the left.</p> <p>For all other roles - Long hair: Wear hair in a neat, high bun at crown of head. Use a hairspray and hairnet. Use a bun form if needed for medium length hair.</p> <p>Short hair: Ensure hair is away from the face and not brushing past eyebrows. No pony tails.</p>
Boys/Men	<p>Party scene: Current/trendy hairstyles. Use hairspray as needed.</p> <p>Act II: Ensure hair is away from the face and not brushing past eyebrows. Use hairspray.</p>

VOLUNTEERS

At Ballet Co.Laboratory collaboration is at the heart of everything we do - and that includes family engagement during production weeks. What better way to get a sneak peek of all the behind-the-scenes action than by volunteering?! We need YOU to help make this show a success! Volunteer jobs range from costume and prop transportation to chaperoning dancers during rehearsals and performances.

A Note on Chaperones & Runners:

Chaperones and runners are asked to volunteer for one dress rehearsal (Wednesday or Thursday) AND at least one performance. By volunteering for a dress rehearsal first, all chaperones and runners will be familiar with their role and the production to help ensure performances run as smoothly as possible.

For all volunteer roles, please sign up early and no later than December 1.

View roles and sign up online at:

<https://www.balletcolaboratory.org/volunteering>

NUTCRACKER IN WONDERLAND CAST APPAREL

Order your cast tee shirts and sweatshirts online. Information and a link to the order page may be found at <https://www.balletcolaboratory.org/apparel> . Orders must be placed by November 17 and will be available for pick-up at the studio the week of December 2.

ADVERTISE WITH BALLET CO.LABORATORY

BALLET CO.LABORATORY 2019/20 Advertising Rates

On Our Terms
October 12, 2019
Reservations Due: 9:30 PM
Materials Due: 6:30 PM
Average Attendance: 100

Fall Performance + Fundraiser
Ballet Co.Laboratory Studios
Reservations Due: 9:30 PM
Materials Due: 6:30 PM
Average Attendance: 100

Holiday Production
Hedge Center for the Performing Arts
Reservations Due: 10:30 PM
Materials Due: 11:30 PM
Average Attendance: 2,000

New Works Showcase
SteppingStone Theatre
Reservations Due: 1:00 PM
Materials Due: 1:00 PM
Average Attendance: 500

Spring Production
SteppingStone Theatre
Reservations Due: 6:7 PM
Materials Due: 7:00 PM
Average Attendance: 1,000

TO RESERVE SPACE

Ad Size	Per Program	All Ads
Small Cover	\$100	\$1,000
Back Cover	\$400	\$1,200
Full Page	\$250	\$1,250
1/2 Page	\$125	\$625
1/4 Page	\$62.50	\$312.50
1/8 Page	\$31.25	\$156.25

CONTACT: info@balletcolaboratory.org
PH: 603.225.2567

Advertise with Ballet Co.Laboratory in the program for Nutcracker In Wonderland or another upcoming production. More information, including the 2019/2020 Ad Rate Card can be found online. <https://www.balletcolaboratory.org/season>