

Carolina Ballet

presents

*Nutcracker 2008*

# Cast Handbook



## **Congratulations and Welcome to Carolina Ballet's *Nutcracker*!**

You have been selected to join the cast in the **ROLE** of \_\_\_\_\_ and as **CAST** \_\_\_\_\_.  
Put on your dancing shoes and get ready to join the fun in this holiday blockbuster. See you at the first rehearsal at the Carolina Ballet Studio located at 3401-131 Atlantic Avenue in Raleigh, NC 27604.  
Please check the enclosed rehearsal schedule for specific dates and times.

## *Nutcracker* in a Nutshell For Parents

- ◆ Please return the signed agreements and contracts to our studio no later than October 5, 2008.
- ◆ Cast members should respect the privacy of company members by not asking them for autographs, and by not going into their dressing rooms without permission
- ◆ Cast members are required to attend all studio and theater rehearsals, costume fittings, and performances for which they are scheduled.
- ◆ If schedule changes occur, please be tolerant. We will try to give as much advance notice as possible.
- ◆ Help your cast member get to rehearsals, costume fittings, performance calls **ON TIME**.
- ◆ Changing room space is extremely limited. Cast members should arrive at the studio wearing rehearsal attire, needing only to change into dance slippers.
- ◆ Because of limited parking we encourage parents to carpool with other cast members.
- ◆ Make sure your cast member always signs in and out when reporting to rehearsals, fittings, and performance calls.
- ◆ You can double-check the NUTCRACKER REHEARSAL LINE (719-0800 x400) for schedule changes or messages.
- ◆ Light snacks may be brought to rehearsals. They may only be eaten in the lounge area and **not in the studios, theater, or while dressed in costume**.
- ◆ When performance time comes, be sure cast members eat a light meal since there will not be an opportunity to eat a regular meal until after the performance.
- ◆ To guarantee maximum productivity and concentration, we ask that parents and family members stay out of rehearsal spaces.
- ◆ Make sure your cast member comes prepared with all necessary items (especially ballet slippers).
- ◆ Label everything including dance shoes, jackets, tights, dance bags. All personal belongings will be kept in a designated area at the studio and in the theater. Leave all valuables at home.
- ◆ Help your cast member, if necessary, with styling hair as required before coming to the theater for performances.
- ◆ Help your cast member put on appropriate make-up before coming to the theater.

## Nutcracker 2008 Frequently Asked Questions

Some families in our community have never been involved with a production like Carolina Ballet's *Nutcracker*. Others are going on their sixth straight year. No matter who you are, at some point this season, an issue may arise that is not completely understood. When that happens, I want to know about it! Through phone call, or email, or a face-to-face conversation, the Company is better off when all of us are on the same page.

Having said that, I have tried to put the answers in this packet. If there is something you still don't know after reading these pages, then feel free to ask. If I am unable to answer right away, then I will track down the information.

*The front page says that my dancer is in Green Cast. What is that about?*

For most roles, we have two different casts for dancers, so that no one is overworked by dancing in all 16 full shows. Red Cast does not have more talent than Green Cast, nor vice versa. With a few exceptions, everyone gets 7 or 8 performances, and we like them both equally, but we will work with different casts at different shows.

*What do you mean by "a few exceptions"? Is somebody getting more shows?*

There are some parts that have more than 2 casts. When confronted with a supply of seriously talented young performers, we asked ourselves, 'why limit the part to only 10 dancers; with 4 casts we can choose 20!' So, some dancers will get only fewer shows because they are in one of several casts for that role.

*I want to know when I can buy tickets for my family that is coming into town. What shows is my dancer doing?*

Now that we have the young dancers cast, our Artistic Staff can turn their attention to casting the adult Company dancers. While we understand that performance scheduling is a critical issue to resolve, it may still take some time. Although it may appear that no progress is being made, please understand that performance selection is a complicated issue at several levels, and we are working diligently to resolve it as soon as possible. We will most likely release the performance schedule sometime in October.

*Where can I buy tickets? I heard they are free; is that true?*

In the weeks before and after Christmas, our shows will be in Raleigh Memorial Auditorium at the Progress Energy Center for the Performing Arts. Tickets can be purchased through our box office (719-0900). For every dancer from your family, you will receive one complimentary ticket. That means that *Mrs. Q* can go see *Susie Q* at one show for free. If *Mr. Q* or *Grandma Q* wants to come along, the *Q* family must purchase extra tickets, which are available at a 20% discount for selected locations and performances through our box office.

*I heard we are dancing at UNC-Chapel Hill; is that true?*

For one weekend in the beginning of December, we are doing two shows at the newly renovated Memorial Hall on the UNC-Chapel Hill campus. You can find directions and parking at the end of the packet. Ticket info will be released shortly.

*The dance shop is all out of Danskin Tights Style 607. All I have is the same white tights that my dancer wears every week. Is that a problem?*

Just like the suggestions on the make-up sheet, the items on the apparel sheet are suggestions to guide you. The details that matter are the colors. Black tight dancers should wear black tights, and white tight dancers should wear white. If they fit like they should, with stirrups that reach around the arch of the foot, and are the right color, then those are good tights.

*You told me to stick around during auditions. Do I need to stay for rehearsals?*

We take great care to begin and end each rehearsal promptly. If you need to be somewhere else while your dancer is at rehearsal, we have no issue with your dropping them off. If your dancer is scheduled to be here for an hour, then we will use the entire hour. We do ask however, that you pay special attention to arriving and leaving on time. There are many dancers under our roof at the same time, and preparation for our shows will proceed most smoothly when no one is tardy, and everyone leaves safely at their appointed time.

*Why am I required to remain at the theater for our dress and technical rehearsals?*

When we move into the theater at the beginning of December, we conduct our rehearsals at a different pace from when we are in the studio. In the theater, we may release large groups of dancers with little notice, and we can clear out finished cast members very quickly if someone is waiting with them.

*I would like to work back stage. I've always been interested in what happens behind the scenes. Can you sign me up for a fun job?*

Distributing the volunteer assignments is the toughest task I have. When you completed the Contact Information Sheets, I got some idea of who would be willing to pitch in. Please refer to the Volunteer Information sheet in this packet for explanations into the different roles we have on offer. With each slot in such high demand, we figure the only fair way to collect volunteers is to post a sign-up sheet. We will not be posting this sheet before the performance schedule is posted, since we cannot ask for volunteers who are unaware of their own availability. Please rest assured that everyone will learn of the time and location of the volunteer sheet posting at the same time.

*The performance schedule has 2 "educational matinees", but only for certain roles. Please explain.*

Through a generous grant from Progress Energy, Carolina Ballet is able to offer educational matinees to area school children at no charge. The format includes a 15-minute lecture/demonstration followed by Act II of *Nutcracker*. Since we perform only one act, we call only the Clara, Gingerbread, Truffles, and Arabians. All other roles can disregard those performances.

*This sheet has not addressed my concern.*

Please contact the message line and we will answer your questions.

*Matt, how can I get in touch with you?*

The best way to get my attention is through email (mjohnson@carolinaballet.com). You can also call 719-0800 x401 and leave a message.

Hopefully, we are closer to having some of these issues cleared up. Like I said before, I don't want anyone to hesitate bringing something to my attention. I'm here to get the families and the Company working together smoothly.

I'm sure to see you all soon. Thanks again for your participation,

Matt Johnson  
Nutcracker Children Coordinator  
Carolina Ballet

Carolina Ballet, Inc.

2008

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**COSTUME ACCESSORY REQUIREMENTS**

### Costume Requirements:

The following ballet stores have the costume requirements for Carolina Ballet's *Nutcracker* production and are willing to give a 20% discount to cast members. They are:

1. ***Actionwear Dancers Shop*** located at South Hills Plaza in Cary (467-7590)
2. ***Everything Dance*** located at Cary Ballet Conservatory (481-6509 – call for hours)
3. ***Dance Etc.*** located at 3303 Barrow Drive (981-0804)
4. ***Relevé Dancewear*** located at 652 Holly Springs Rd. in Holly Springs (552-0004)
5. ***Footlights*** located at Seaboard Station, 10 W. Franklin Street (832-4090)

### Costume Requirements are as follows:

#### Clara and Party Girls

- ◆ Pale Pink or White Camisole Leotard to be worn under both costumes
- ◆ White Tights
- ◆ White Ballet Slippers with white elastics

#### Fritz and Party Boys

- ◆ Plain White Short-Sleeve T-Shirt
- ◆ White Tights
- ◆ Black Ballet Slippers with white elastics

#### Soldiers

- ◆ White Leotard preferably short sleeves
- ◆ White Tights
- ◆ Black Leather Ballet Slippers with black elastics

#### Mice

- ◆ Black or dark blue short sleeved leotard
- ◆ White Tights
- ◆ White Ballet Slippers with white elastics
- ◆ Black Latex Speedo Bathing Cap (Any kind of black latex bathing cap. These should be purchased early so each mouse will have them when we start using heads in rehearsal at the studio.)
- ◆ Hairstyle: Low ponytail or flat bun that will fit into the Speedo swim cap and bike helmet inside the mask.

#### Bunnies

- ◆ White or Pink Leotards preferably with short sleeves
- ◆ Pink Tights
- ◆ Pink Ballet Slippers with pink elastics
- ◆ Hairstyle: A high bun on top of the head that will fit under a headpiece.

## Truffles

- ◆ Black Leotards with short sleeves
- ◆ Black Tights
- ◆ Black Ballet Slippers with black elastics
- ◆ Hairstyle: A high bun on top of the head that will fit under a headpiece.

## Arab Attendants

- ◆ Light Colored Leotards with short sleeves
- ◆ White Ballet Slippers with white elastics to be dyed by Carolina Ballet Wardrobe Department
- ◆ Hairstyle: A high bun on top of the head that will fit under a headpiece.

**NOTE:** Wardrobe will dye the ballet slippers. They need to be in to the Wardrobe Department no later than **November 2, 2008**. Please write the cast member's name on the inside of the shoes.

## Gingerbread Cookies

- ◆ Black Leotards preferably with short sleeves
- ◆ White Tights
- ◆ White Ballet Slippers with white elastics.

## **PLEASE NOTE:**

- Where indicated, it is preferable to have leotards with short sleeves not tank style because the costumes they will be wearing can become very hot and this way the cast members will have something clean and dry against their bodies for every wearing.
- While we have not specified a brand or style of tights we do ask that all tights have a matte, not a shiny finish.

## Youth Cast Hair and Make-up

### **Truffles, Arabians, and Bunnies:**

- Foundation should match the dancer's skin tone. We usually recommend powder foundation because it is less likely to get on the costumes. Any brand is fine.
- Use an eyebrow pencil that matches or is a shade darker than the dancer's hair color. (brown for blonde hair, black for brown or black hair). Lightly pencil in the eyebrows to give the face definition.
- Mascara follows the same color rule as eyebrow pencil. Lashes should not be too thick and dark, just a little more defined to help us see the dancer's eyes. Again any brand will do, but I recommend Almay hypo-allergenic mascaras.
- Lipstick should be light pink.
- Blush is applied in pale pink circles on the roundest part of the cheeks. Choose a color that compliments the dancer's skin tone.
- Hair should be in a high *flat* bun on top of the head.

## **Gingerbread:**

- Foundation should match the dancer's skin tone. We usually recommend powder foundation because it is less likely to get on the costumes. Any brand is fine.
- Use an eyebrow pencil that matches or is a shade darker than the dancer's hair color. (brown for blonde hair, black for brown or black hair). Lightly pencil in the eyebrows to give the face definition.
- Mascara follows the same color rule as eyebrow pencil. Lashes should not be too thick and dark, just a little more defined to help us see the dancer's eyes. Again any brand will do, but I recommend Almay hypo-allergenic mascaras.
- Lips should be bright red. Revlon *Apple Polish* is a good color.
- Blush is applied in pale pink circles on the roundest part of the cheeks. Choose a color that compliments the dancer's skin tone.
- Hair is worn in a high ponytail to help secure the hood of the Gingerbread costume.

## **Soldiers:**

- Foundation should match the dancer's skin tone. We usually recommend powder foundation because it is less likely to get on the costumes. Any brand is fine.
- Use an eyebrow pencil that matches or is a shade darker than the dancer's hair color. (brown for blonde hair, black for brown or black hair). Lightly pencil in the eyebrows to give the face definition.
- Mascara follows the same color rule as eyebrow pencil. Lashes should not be too thick and dark, just a little more defined to help us see the dancer's eyes. Again any brand will do, but I recommend Almay hypo-allergenic mascaras.
- Bright red cheek circles will be applied at the theatre. We are still looking for the best product for this.
- Lipstick should be bright red to match the cheek color.
- Hair should be in a high *flat* bun on top of the head.

## **Party Girls and Claras:**

- Foundation should match the dancer's skin tone. We usually recommend powder foundation because it is less likely to get on the costumes. Any brand is fine.
- Use an eyebrow pencil that matches or is a shade darker than the dancer's hair color. (brown for blonde hair, black for brown or black hair). Lightly pencil in the eyebrows to give the face definition.
- Mascara follows the same color rule as eyebrow pencil. Lashes should not be too thick and dark, just a little more defined to help us see the dancer's eyes. Again any brand will do, but I recommend Almay hypo-allergenic mascaras.

- Light blue or pale purple eye shadow should be applied to the eyelid. A lighter color should be applied just below the eyebrows.
- Lipstick should be light pink.
- Blush should be pale pink or peach.
- Hairpieces will be provided. The tallest party girl wears braids and the younger party girls and Claras wear curls. If you wish to style your dancer's hair yourselves, please make sure that it conforms to styles suggested by our Costume Director.

### **Fritz and Party Boys**

- Foundation should match the dancer's skin tone. We usually recommend powder foundation because it is less likely to get on the costumes. Any brand is fine.
- Use an eyebrow pencil that matches or is a shade darker than the dancer's hair color. (brown for blonde hair, black for brown or black hair). Lightly pencil in the eyebrows to give the face definition.
- No other makeup is needed for boys.
- If you have questions about hair please contact us. We prefer no super short haircuts

Carolina Ballet, Inc.

2008

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**SCHEDULE REQUIREMENTS**

<b>Date</b>	<b>Start</b>	<b>End</b>	<b>Who Is Called</b>
Saturday, Sept. 20, 2008	12:00PM	12:45PM	Truffles -Red Cast
	12:45PM	1:15PM	Truffles: Green Cast
	1:15 PM	3:00 PM	Soldiers - All Casts
	3:00 PM	4:00 PM	Claras - All Casts
	3:30 PM	4:30 PM	Mice - All Casts
Sunday, Sept. 21, 2008	1:00 PM	1:30 PM	Claras & Fritzs-All Casts
	1:30 PM	4:00 PM	Party Scene - All Casts
	4:00 PM	5:00 PM	Gingerbread Dancers - All Casts
Saturday, Sept. 27, 2008	12:00 M	1:00 PM	Truffles - All Casts
	1:15 PM	3:00 PM	Soldiers - All Casts
	3:00 PM	4:00 PM	Claras - All Casts
	3:30 PM	4:30 PM	Mice - All Casts
Sunday, Sept. 28 2008	1:00PM	1:30PM	Claras & Fritzs-All Casts
	1:30PM	4:00PM	Party Scene-All Casts
	4:00PM	5:00PM	Gingerbread Dancers - All Casts
Saturday, Oct. 4 2008	12:00PM	1:00 PM	Truffles - All Casts
	1:15 PM	3:00 PM	Soldiers and Bunnies - All Casts
	3:00 PM	4:00 PM	Claras - All Casts
	3:30 PM	4:30 PM	Mice - All Casts
Sunday, Oct. 5 2008	1:00PM	2:00PM	Party Girls- All Casts
	2:00PM	3:00PM	Party Boys- All Casts
	3:00PM	4:00PM	Party Girls/Party Boys Combine-All Casts
	4:00PM	5:00Pm	Gingerbread Dancers - All Casts
Saturday, Oct. 11, 2008	12:00PM	1:00 PM	Truffles - All Casts
	1:15 PM	3:00 PM	Soldiers and Bunnies - All Casts
	3:00 PM	4:00 PM	Claras - All Casts
	3:30 PM	4:30 PM	Mice - All Casts
Sunday, Oct. 12, 2008	1:00PM	2:00PM	Party Girls- All Casts
	2:00PM	3:00PM	Party Boys- All Casts
	3:00PM	4:00PM	Party Girls/Party Boys Combine-All Casts
	4:00PM	5:00PM	Gingerbread Dancers and Gym- All Casts
Saturday, Oct. 18, 2008	12:00 M	1:00 PM	Truffles - All Casts
	1:15 PM	3:00 PM	Soldiers and Bunnies - All Casts
	3:00 PM	4:00 PM	Claras - All Casts
	3:30 PM	4:30 PM	Mice - All Casts
Sunday, Oct. 19, 2008	1:00PM	4:00PM	Party Girls/Boys/Claras/Fritz's-All Casts
	4:00PM	5:00PM	Gingerbread Dancers and Gym- All Casts
Saturday, Oct. 25, 2008	12:00PM	1:00 PM	Truffles - All Casts
	1:15PM	4:00PM	Soldiers/Mice/Claras/Bunnies-All Casts
Sunday, Oct. 26, 2008	1:00PM	4:00PM	Party Girls/Boys/Claras/Fritz's-All Casts
	4:00PM	5:00PM	Gingerbread Dancers and Gym- All Casts

<b>Date</b>	<b>Start</b>	<b>End</b>	<b>Who Is Called</b>
Saturday, Nov. 1, 2008	12:30PM 1:15PM	1:00PM 4:00PM	Truffles- All Casts Soldiers/Mice/Claras/Bunnies-All Casts
Sunday, Nov. 2, 2008	1:00PM 4:00PM	4:00PM 5:00PM	Party Scene- All Casts Gingerbread Dancers and Gym- All Casts
Saturday, Nov. 8, 2008	12:00PM 1:15PM	1:00 PM 4:00PM	Truffles - All Casts Soldiers/Mice/Claras/Bunnies-All Casts
Sunday, Nov. 9, 2008	1:00PM 4:00PM	4:00PM 5:00PM	Party Scene- All Casts Gingerbread Dancers and Gym- All Casts
Tuesday, Nov. 11, 2008	3:30PM 4:30 PM 6:30 PM	4:30 PM 6:30 PM 8:00 PM	All Gingerbread and Truffles Party Scene- All Casts Battle - All Casts
Wednesday, Nov.12, 2008	3:30 PM 4:30 PM 6:30 PM	4:30 PM 6:30 PM 8:00 PM	All Gingerbread and Truffles Party Scene- All Casts Battle - All Casts
Tuesday, Nov 18, 2008	3:30PM 4:30 PM 6:30 PM	4:30 PM 6:30 PM 8:00 PM	All Gingerbread and Truffles Party Scene- All Casts Battle - All Casts
Wednesday Nov. 19, 2008	3:30 PM 4:30 PM 6:30 PM	4:30 PM 6:30 PM 8:00 PM	All Gingerbread and Truffles Party Scene- All Casts Battle - All Casts
Tuesday, Dec. 2, 2008	3:30PM 4:30 PM 6:30 PM	4:30 PM 6:30 PM 8:00 PM	All Gingerbread and Truffles Party Scene- All Casts Battle - All Casts
Wednesday, Dec. 3, 2008	3:30 PM 4:30 PM 6:30 PM	4:30 PM 6:30 PM 8:00 PM	All Gingerbread and Truffles Party Scene- All Casts Battle - All Casts
Thursday, Dec. 4, 2008	2:30PM 7:30PM	4:30PM 10:30PM	Tech: TBD: Chapel Hill Tech: TBD: Chapel Hill
Friday, Dec. 5, 2008	2:30PM 7:30PM	4:30PM 10:30PM	Tech: TBD: Chapel Hill Dress Rehearsal w/ Orchestra
Friday, Dec. 19, 2008	2:30PM	4:30PM	Tech: TBD: Raleigh

Carolina Ballet, Inc.  
2008 Season  
*Nutcracker*

Venue: Memorial Hall, UNC-Chapel Hill Campus

Saturday, December 6	8:00 PM	Performance #1
Sunday, December 7	2:00 PM	Performance #2

Venue: Raleigh Memorial Auditorium, Progress Energy Center for the Performing Arts

Friday, December 19	7:30 PM	Performance #3
Saturday, December 20	11:00 AM	Performance #4
Saturday, December 20	3:00 PM	Performance #5
Saturday, December 20	7:30 PM	Performance #6
Sunday, December 21	12:30 PM	Performance #7
Sunday, December 21	4:30 PM	Performance #8
Tuesday, December 23	10:00 AM	Educational Matinee (Act II Only)
Tuesday, December 23	12:00 PM	Educational Matinee (Act II Only)
Tuesday, December 23	7:30 PM	Performance #9
Friday, December 26	2:00 PM	Performance #10
Friday, December 26	7:30 PM	Performance #11
Saturday, December 27	11:00 AM	Performance #12
Saturday, December 27	3:00 PM	Performance #13
Saturday, December 27	7:30 PM	Performance #14
Sunday, December 28	12:30 PM	Performance #15
Sunday, December 28	4:30 PM	Performance #16

## Photo and Video Information:

Due to contractual agreements, the only videotaping allowed is by Carolina Ballet, which is for archival purposes. **Any other video-taping, photographing or any recording of rehearsals or performances is strictly prohibited.**

**Photography, particularly, flash photography is prohibited on or backstage, or from the audience!**

Not only does it adversely affect lighting design, it also distracts cast members and can temporarily blind a dancer, causing injury. This also includes the dressing room areas since this can hamper the Wardrobe Departments ability to complete necessary tasks. Please remind family and friends of this rule.

## Rules and Regulations:

- ◆ Attendance at all rehearsals and performances is **MANDATORY**. We require that *Nutcracker* be your number-one priority. One unexcused absence constitutes grounds for dismissal. A doctor's note is required for absence due to illness.
- ◆ Information on what performances cast members will be doing will be announced when available.
- ◆ Cast members should sign-in to all studio rehearsals, fittings, etc. It is imperative that they sign-in so that the Stage Manager is aware that they are in attendance.
- ◆ Cast members are **EXPECTED** to learn through observation at rehearsals.
- ◆ All cast members must be picked-up within fifteen minutes of the end of a rehearsal or performance and must wait inside the building for their ride at the designated location. At the studio, cast members should use the front entrance to enter and exit the building. At the theatre, stage door entry and exit locations will be announced at a later date.
- ◆ There will be a **CALLBOARD** that will serve as the central source of information at the studio. Posted on the **CALLBOARD** will be rehearsal schedules, notices, dressing room assignments, etc. The **CALLBOARD** is located in the lounge area.
- ◆ During the technical rehearsal(s) at the theatre, parents are **REQUIRED** to attend and sit in the audience. The ending time is difficult to predict so it is necessary for parents or guardians to be available. We must remind you that only parents, siblings, and cast members are allowed.
- ◆ Parents, friends, and family members are not allowed backstage for any purpose before, during, or after rehearsals and performances. During the rehearsals, parents or guardians are invited to sit quietly in the audience.
- ◆ At performances when there are only one or two hours between shows, parents need to make provisions for their child from the end of the first show to the CALL of the second. Parent Chaperones will not be available.
- ◆ Only bottled water is permitted in the studio and backstage at the theatre. **Chewing gum is not permitted!**
- ◆ Radios, tape players, CD players, cellular phones, etc. are not permitted in the studios, dressing rooms or backstage at the theatre.
- ◆ Please refrain from loud, disruptive conversation when in the studio or theatre.
- ◆ Call time for performances are as follows:  
Act I: 1 hour prior to performance start time  
Act II: ½ hour prior to performance start time.
- ◆ Prior to each performance, the Stage Manager will announce calls at: ½ hour, 15 minutes, 10 minutes, Onstage (5 minutes), Warning to Places (2 minutes), and Places. At the Onstage (5 minute) call, those cast members in the first scene are required to proceed to the stage with the Parent Chaperone.
- ◆ You are **REQUIRED** to cover the performances which are not assigned to you. In the event that your counterpart in the other cast is unable to perform, we need you to be at home and reachable by telephone, ready to substitute on short notice.
- ◆ At no time will any child be permitted in the backstage area without a Parent Chaperone.

## Costume Etiquette:

- ◆ Unless it is designated as part of your costume, jewelry is not permitted to be worn for rehearsals or on stage for any reason.
- ◆ Nail polish should never be worn for rehearsals or on stage (this includes clear nail polish).
- ◆ No food or drinks with the exception of bottled water are permitted in the dressing rooms, backstage, or the hallways.
- ◆ Eating and drinking (except water) is not allowed while a cast member is in costume.
- ◆ Costumes should always remain in their designated location at the studio or theatre. Please take note of how it is stored; be sure to properly hang up and store all costumes and costume accessories as directed. Do not expect anyone to do this for you. Costumes should **NEVER** be taken home.
- ◆ Care of dance shoes is the cast member's responsibility. Since shoes seem to fall apart at the most inconvenient times, it is a good idea to have a "spare pair" on hand.

## Performance Costumes:

- ◆ Carolina Ballet will provide and maintain all parts of a cast members costume with the exception of footwear, tights, make-up, and hair products.
- ◆ All costume pieces and hairpieces, with the exception of those listed above, remain the property of Carolina Ballet and fines will be imposed for the mishandling, damaging, or losing parts of the costume.
- ◆ If a costume you are wearing needs to be repaired, please inform the Wardrobe Manager or your Parent Chaperone.
- ◆ Changes in costume, make-up, hair style, etc. are made by the Wardrobe Department and not cast members or their parents

## Dressing Rooms:

- ◆ Dressing Room assignments are made by the Stage Manager to facilitate distribution of costumes.
- ◆ Dressing Room space is very limited and there is very little privacy. However, males and females do have separate areas that separated by curtains. Female cast members should wear their performance leotards and tights to the theatre. Male cast members should wear a plain, white short-sleeve T-shirt under their street clothes. This eliminates the problem of under-dressing in front of others.
- ◆ Restroom facilities are sparse; therefore changing will not be permitted there.
- ◆ Since both casts will wear all costumes, it is best to wear the leotards and plain white short-sleeve undershirt as noted above since it is the only accepted undergarment.
- ◆ All cast members should bring some kind of robe or "cover up" to the theater since the temperature can be cool at times. Sweat pants and a loose top is fine. If sweatpants are turned inside out, they don't leave lint on performance tights.

## Comp Ticket Policy

### **Parents, family, friends must have a ticket to see the production of the Nutcracker**

Choose a day when your dancer is performing. Tickets are non-refundable but exchangeable. Each cast member is entitled to one complimentary ticket for the run of the production. Additional tickets to Raleigh Memorial Auditorium performances may be purchased at a 10% discount. Selected locations and performances will be offered at a 20% discount. Please make arrangements to order both comp and additional tickets by calling the Box Office at Carolina Ballet at 719-0900. Give them the parent name, your child's name, and your order request - they will be happy to accommodate you.

Carolina Ballet  
**VOLUNTEER INFORMATION SHEET**

We have plenty of volunteer opportunities available on **The Nutcracker** for parents who want a chance to learn a little more of the ins and outs of what it takes to put on a professional production of this size.

We have a broad range of needs, so you should be able to find a job that works well for any schedule. What follows is a short description of our needs. We will make an announcement to every family before the performance sign-up sheets are posted in early October.

**Fittings:**

At large group fittings we need 2 or 3 parents to assist our wardrobe staff with snaps and hooks & eyes. Since our Fittings are in early October, please contact Matt Johnson with your interest as soon as possible.

**Performance – Dressing Rooms:**

These volunteers work with the dressing room staff during performances to allow our dancers to get dressed “just in-time.” A dressing room volunteer should expect to arrive at call time and act as a pair of eyes to monitor performers during shows. Through the night, we will be able to release you as performers finish and the numbers dwindle.

**Performance – Escort:**

To move dancers backstage safely and efficiently, we have a crew of volunteer escorts for each show. Eight volunteers work with a different group of dancers, helping them in the dressing room, and directing them to their entrance areas on stage. Escorts should plan to be at all dress and technical rehearsals, and should be able to work many different dates during the production run, even dates when their dancer may not perform. Escorts should also plan to arrive early and stay late. This position is one of privilege, so we have high expectations for those performing this duty.

**Phone / Email Tree:**

Information sometimes changes with very little notice, and we appreciate your flexibility. When we need to communicate a change in schedule or important new information, the volunteers in the phone tree are very valuable. Hopefully, we will not require these services often. Phone volunteers will have a group of 8 or 10 families for whom they are solely responsible. While they act infrequently, these volunteers have a serious responsibility.

**Odd Jobs:**

A catchall position – you’d be on the list of names to fill in when something “comes up”. Could be running an errand, could be filling in for a phone tree parent, could be anything!

## **Company Contact Information**

The following numbers are for your use and convenience in the next few months.

The rehearsal line will have a recording of the most current schedule. This number **will not** accept messages.

The message line is the number to call with any questions that cannot be answered by listening to the schedule on x 400. Messages are checked frequently, and responses will be prompt.

### **REHEARSAL LINE:**

**719-0800, extension 400**

### **MESSAGE LINE:**

**719-0800, extension 401**

### **EMAIL ADDRESS:**

**[mjohnson@carolinaballet.com](mailto:mjohnson@carolinaballet.com)**

## DIRECTIONS TO MEMORIAL HALL, UNC CHAPEL HILL

Take 40 West to exit 273, toward Chapel Hill. This exit takes you west on Hwy. 54. Continue west for a few miles, under the 15-501 overpass. Stay on this road and you will go up a hill (landmark: the Raleigh Catholic Archdiocese is on your right) until you reach the campus of the University. Turn right onto Country Club Drive. As you drive on this road (Center for Dramatic Art is on the left), it curves to the left, and at the next stop light, the road becomes Cameron Ave. Continue straight through the light, and Memorial Hall will be 2-3 blocks down the street on your left (just past the Old Well).

### Drop-off Procedure for Chapel Hill:

Since parking in Chapel Hill is more challenging than in Raleigh, we ask that you take special measures to ensure that the dancers arrive on-time and our production stays on schedule. We will have cones set up in the Memorial Hall parking lot showing you where to pull in, drop off your dancer, and leave again. Matt will be in the middle of the lot, rain or shine, to greet the dancers. To avoid having your dancer arrive late, we ask that you **come to the drop-off area, then leave to find a parking space.**

### Chapel Hill Volunteers:

In Raleigh, our volunteers should arrive shortly before their dancers are called (60 minutes before curtain for Act 1, 30 minutes before curtain for Act 2). However, to ensure that we will have enough supervision in our backstage spaces in Chapel Hill, volunteers should park and arrive at least 15-20 minutes earlier than they are called in Raleigh.

### Parking:

With a large proportion of lots designated “permit only,” parking in Chapel Hill is more challenging than in Raleigh, especially on Friday. However, there are several parking decks on and near campus.

- Town decks on Rosemary Street: Head left out of Memorial Hall parking on Cameron Ave. At the first light, turn right onto Columbia. At the intersection of Franklin and Columbia, stay straight through the stop light. Turn right onto Rosemary Ave, and there is parking on both sides of the street.
- Morehead Planetarium: Left from Memorial Hall on Cameron. Turn right on Columbia, and turn right onto Franklin Street. The Morehead Planetarium is about 1.5 blocks down Franklin, with the entrance on the right.
- Highway 54 Lot: Reverse the route that took you to Memorial from Hwy. 54. At the corner of Country Club and South Road, take a left onto South Road and the lot will be on your left. If you reach the bottom of the hill, you have gone too far.
- Rams Head Deck: This new parking deck is in the neighborhood of Kenan football stadium. Reverse the route to Memorial until you reach the corner of South and Country Club. Go straight through the light, and take the first right onto Ridge Road. This street winds past the Law School, past the intersection with Stadium Drive, and the parking deck will be on your right.

Please take care to be sure that you are parking in a permitted area. On Saturday and Sunday, many of the permit lots open to all drivers, so you may not have to use a pay lot. Parking Control is vigilant, so double-check the days and times that your space is open before you leave your vehicle.

## DIRECTIONS TO RALEIGH MEMORIAL AUDITORIUM

Take 40 East to exit 298B – South Saunders Street North / Downtown. At the end of the ramp make a right. Follow South Saunders Street to South Street (there will be a bridge, and this light is right under the bridge). At South Street make a right. The next stoplight will be Salisbury Street. Raleigh Memorial Auditorium will be in front of you when you reach the intersection of South and Salisbury Streets. Take a right on Salisbury Street – the Drop-off Area is the entrance to Kennedy Theatre, which is the first left, on the back end of the Progress Energy Performing Arts Complex.

## **Dance Bag Checklist for Studio and Theatre**

Each cast member is required to have his or her own supplies in their dance bag. This bag should be labeled with the dancer's name, address, and telephone number. All articles inside the bag should also be labeled.

- Required make-up depending on role
- Unscented baby wipes for make-up
- Tissues
- Mirror
- Hair spray
- Long Bobby Pins and hair nets that are the color of cast members hair
- Deodorant
- Two pairs of ballet slippers
- Clean tights and socks (having an extra pair as well)
- Fifty cents for an emergency telephone call
- Quiet books and games (cards are great)
- Bottled water for drinking