

# **Shenandoah Civic Dance Company**

## **2019 NUTCRACKER Dancer/Parent HANDBOOK**

**What:** Shenandoah Civic Dance Company's 37th Annual Presentation of *The Nutcracker* Ballet

**When:** Friday December 6, Saturday December 7 and Sunday December 8

**Where:** Wilson Memorial High School

To be eligible to be cast in NUTCRACKER 2019, returning members we need to receive each dancer's 2019 Membership Form/Handbook Agreement by **September 2, 2019**

Membership/ Production Fee (\$125) is due by **September 2** in order for dancer to be cast in the 2019 Nutcracker. Please make payable to SCDC. The costume fitting and announcement of roles for most dancers is September 21 so this needs to be in on time.

### **SCDC Mandatory Role Announcement/Costume Fitting Policy**

Attendance at your dancer's assigned Role Announcement/Costume Fitting time is mandatory. Dancers who do not attend the costume fitting will not be able to be cast in Nutcracker 2019.

**Junior Company and New SCDC Members: Saturday September 21 - noon to 5:30pm\***

\*Each dancer's specific time will fall within this time frame. Please keep this afternoon available in order to be considered for casting. An exact time will be communicated to each dancer by September 14, 2019.

**Senior Company's Role announcements and Costume fitting**

**Pink Diamonds and Diamonds: Saturday September 14**

### **SCDC Mandatory Rehearsal Policy**

Attendance at all rehearsals and performances is MANDATORY.

Please make sure your dancer is on time and ready to dance at the scheduled time so we can begin right away. We only have a short time to pull together a two-hour performance with over 100 cast members and make it as wonderful as possible. Although we realize sickness and family emergencies do arise, please do not miss any rehearsals for any other reason. If your dancer is

sick, please call the studio at (540) 886-9355 before the rehearsal to inform us of their absence. Please do not send your child if they are throwing up, have lice or pink eye for obvious reasons. We understand children get ill and sometimes there are family emergencies. The director will be obligated to replace dancers in the cast who are absent from or are late to rehearsals. We only have a short period to rehearse and most dancers only have rehearsal once per week. It is quite a feat to turn out the performance that we do so we need everyone's commitment to attend all rehearsals. If your dancer cannot make this commitment is better not to commit to the being a part of the production, as it is a stressful situation for you, your dancer and the SCDC staff.

### **Other SCDC Rehearsal Policies**

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. We try not to make many changes. Please know what time your dancer's rehearsal begins and ends before you drop them off at the studio by reading your dancer's own rehearsal schedule which is given to you at the Role Announcement/Costume Fitting. The director and assistant director will not be able to answer you if you ask about rehearsal time at the actual rehearsals, as there are many different roles and different rehearsal times for over 100 dancers. Luckily, you just have to keep track of your own dancer's schedule.

Help your dancer get to rehearsals, costume fittings, and performances ON TIME.

Each dancer should wear leotard, tights, (tee and dance shorts or pants for boys) ballet slippers, character shoes or pointe shoes (if applicable), etc. to each rehearsal. Each female dancer should have her hair in a classical ballet bun unless it is too short for a bun, and then it should be held back with a headband or in a way it is kept out of their face.

### **CLOSED Rehearsal Policy**

Please keep in mind that rehearsals at both the studio and also during stage week (the week leading up to the performance) at the Lee High auditorium will be CLOSED and parents, grandparents, babysitters, friends, etc. will need not be permitted to watch in order to maximize productivity and concentration of dancers, the director and rehearsal mistresses.

Please NO GUESTS OR FRIENDS at ballet studio OR the stage.

### **Costuming Policies**

All female dancers need the following:

**Junior Company girls:** CAPIEZIO #1915c (child sizes) or CAPEZIO #1915 (adult sizes)  
TIGHTS in BALLEPINK

**Senior Company girls:** CAPEZIO #9 tights in PINK

**Junior and Senior Company girls:** NUDE UNDERGARMENT WITH NUDE STRAPS (NOT CLEAR) , PINK BALLET SLIPPERS/POINTE SHOES and any other colored ballet slippers, character shoes or pointe shoes they may need for a specific role (like white, black, gold, etc.) Information regarding special shoes/tights/etc. will be addressed on costume fitting day and each dancer is given a Costume Guide. All other parts of costuming (like dresses, tutus, headpieces, props, etc) are property of the Shenandoah Civic Dance Company and should NEVER be removed by any dancer or parent from the studio or the stage EVER.

All **male** dancer's wardrobe supply needs will be addressed individually by the director and wardrobe mistress. Information regarding special shoes/tights/etc. will be addressed on costume fitting day and each dancer is given a Costume Guide. All parts of costuming (like shirt, pants, headpieces, props, etc) are property of the Shenandoah Civic Dance Company and should NEVER be removed by any dancer or parent from the studio or the stage EVER.

Please label all of your dancer's property including dance shoes, tights, dance bags, etc. All personal belongings will be kept in a designated area at the studio and in the auditorium. Please leave all valuables at home.

Each dancer (with chin length hair or longer) needs to wear their hair in a ballet bun for all rehearsals, *just as they need to for their regular ballet classes*. If hair is very short, try to pull back hair away from face if possible (a headband for example). Special hair considerations (like for girls in the party scene) will be discussed with each group. Unless instructed otherwise, hair is to be worn in ballet bun. Please refer to your dancer's Costume Guide (handed out at the Costume Fitting) for more information.

### **SCDC Stage Rehearsal Policies**

Unless it is designated as part of your costume and addressed at the Costume Fitting, jewelry is not permitted to be worn on stage for any reason. Nail polish, fake tattoos and earrings should not be worn for stage rehearsals and performance (this includes clear nail polish).

No food or drinks with the exception of bottled water are permitted in the auditorium, dressing rooms, backstage, or the hallways. NO GUM EVER! Our costuming is very expensive and time consuming to design and sew and must be protected from possible damage.

Eating and drinking (except water) is not allowed while a cast member is in costume. If a dancer has a special need (like medication, low blood sugar, etc) please inform director or assistant director and to make sure they get what they need.

Costumes should always remain in their designated location at the auditorium. Wardrobe staff and parent volunteers will help small children hang up costumes properly backstage. All dancers age 8 and older are required to hang up their costumes and put away all headpieces and

accessories properly. Costumes, any part of costumes, headpieces or props should NEVER be taken home.

Care of dancer's own ballet slippers, undergarments and tights are the dancer's responsibility. Since tights seem to run or get dirty at the most inconvenient times, it is a good idea to have a "spare pair" on hand.

Changes in costume, make-up, hair style, etc. are made by the director and costume mistress and not by cast members or their parents.

Dressing Room space is very limited and there is very little privacy. All dancers should wear their nude colored undergarment to the auditorium for rehearsals and performances **under their regular leotard** to make changing easy and discreet. Restrooms are limited backstage as well, so they cannot be used for changing purposes. We have over 100 dancers in the production and only a few toilets!

Only parent volunteers working backstage and as rehearsal monitors will be allowed to stay for rehearsals at the stage. Please keep this in mind because we do not enjoy having to ask parents to leave (but we will if needed) and we know you understand we need to concentrate on the dancers onstage and making the performance fabulous.

Dancers should be brought to the side auditorium door (we will talk more about this closer to the performance) to be checked in for stage rehearsals and performances.

Dancers should get ready to dance, put on their ballet slippers and should sit together in their designated row so they are ready to dance when called. Parents should come back to pick them up no more than 5 minutes before the scheduled end of their dancer's rehearsal. Please enter through the same side auditorium door and sit in the seats in the section closest to that door quietly as we finish up the rehearsal. Parents who do not want to leave the building are welcome to stay in the lobby of the auditorium.

We try to stay on schedule as perfectly as possible but this is an intense week where many last minute issues arise. Plan on there being some overlap with rehearsals and the possibility that your dancer may be released from rehearsal late. We try very hard to make sure this doesn't happen but sometimes it does, especially in the case of older dancers age 12 and up. Please refer to your schedule so you know your dancer's end and start time for rehearsal so you don't need ask us while we are trying to concentrate on the dancers' rehearsal. With 30 different roles in the performance, it is difficult for us to know right offhand each roles different rehearsal schedule on the spot. Luckily, you only have your dancer's own schedule to know!!!

All dancers should arrive at the auditorium with hair already done and with tights, nude undergarment and leotard on under their clothes. Dancer should also come with stage with makeup already applied at the Wednesday, Thursday and Friday stage rehearsals and for the Saturday and Sunday performances. Stage makeup details will be addressed by the director and costume mistress closer to the performance.

## **Performance Policy**

Dancers who miss stage rehearsals (except for sudden illness or family emergency) will not be able to be in the performances.

On the days of the performance, please leave your dancer with us at sign-in at the side stage door (same as rehearsals) at the stage call time we assign your dancer (usually 1 hour before the performance for young children and 1.5 hours before the performance for older dancers who take a warm-up class). The auditorium will open a half hour before the performance and ticket holders will be allowed in through Lee High Auditorium's foyer. You will not be able to "save" seats before the theatre opens to ticket holders.

When the performances end, one parent will need to go back through the foyer and down the hall to pick up their child from the dressing room areas. We will release each child to one parent that comes backstage to retrieve them and check them off our list so we know that they have been picked up. (Like we do for the recitals) Please no parents, family or friends (except for volunteers) in any of the dressing rooms. Dancers will be changing clothes.

## **Photo and Video Information**

There will be a professional DVD of each performance that will be produced and made for sale to dancers and their parents.

Recording and Photography is prohibited at the performance. Not only does it adversely affect lighting design, it also distracts cast members and can temporarily blind a dancer, causing injury. Please remind family and friends of this rule. A professional photographer will be taking pictures at the dress rehearsals and these will be made for sale at [www.danielleimages.com](http://www.danielleimages.com). Parents, friends and family are welcome to take pictures after the dress rehearsals and performances of dancers in their costumes. In fact, we pull the backdrops out so personal photos can be taken of your dancer in front of them after each performance. Photos of performances and dancers may be used for publicity purposes.

\*\*Every year we have a few parents who ask us to make an exception for their family or friends to attend the dress rehearsals instead of the performances and to take photos during the rehearsals or performances. We absolutely cannot make these exceptions and still be fair to all of our nearly 100 SCDC families. Please let us focus our attention on our dancers and the performance and do not ask us for special exceptions.

## **SCDC Membership Dues and Performance Fees**

All dancers will be required to be current with their SCDC membership dues and performance fee (\$125 TOTAL FOR NUTCRACKER 2018) before they are cast in the ballet and fit in any costumes. Dancers who have membership/performance fees that have not been paid by the due

date **September 2** will not be cast in the performance. Arrangements can be made for special circumstances or financial issues. Please just communicate with us about any issues. We want each dancer to be able to participate! Please contact Miss Pam or Miss Shanda if you have any questions.

### **Volunteers**

We rely on the help and generosity of parent volunteers to help us make our performance a wonderful production for both audiences and participating dancers and thank you in advance for your willingness to give your time and skills. Our volunteer coordinator will be contacting you to see if you can help us out with a specific task. We need rehearsal monitors, backstage gofers, seamstresses, strike crew, performance ushers, etc.

It is expected that each dancer's family volunteer in some way each performance season. Families that have committed to their volunteer assignment via the Sign Up Genius by November 1, 2019 will be able to purchase their RESERVED SEATING tickets in advance Monday November 4-Sunday November 10.

Reserved Seating and General Admission tickets will go on sale to everyone else and the public on **Monday November 11**

### **Contributions**

The Shenandoah Civic Dance Company is a not-for-profit 501c3 organization. Producing two (or more) performances of the per year and offering free performances for local children through our FIRST CURTAIN CALL PROGRAM is very costly and in addition to our membership dues, performance fee and ticket sales, we do require additional funding for all those beautiful costumes, our special effects, scenery and professional guest artists. Monetary contributions are welcome and much appreciated. We thank you in advance for any donation you, a family member, friend or local business makes to the Shenandoah Civic Dance Company, especially in light of these hard economic times. We also have advertising opportunities for businesses in our program and can always use grocery store, Joanne Fabrics, Lowes and Walmart gift cards for supplies and food to feed our volunteer stage crew who comes straight from work to help our dancers during stage week.

### **Tickets**

Information about ticket sales will be announced in October. Reserved and General Admission tickets will go on sale **Monday November 11** through [www.tututix.com](http://www.tututix.com) and the Tutu Tix call center. Tickets are not sold at the studio.

### **Questions**

Whether your dancer is new to SCDC or has been involved for years, please keep in mind that at some point during our "Ballet Season" an issue may arise that is not completely understood. When this happens, please ask the SCDC staff (Miss Pam or Miss Shanda) and not another dancer or parent to clear up any confusion.

Dancers often have different schedules depending on their role. Feel free to call the studio at (540) 886- 9355 or email us at [scdcballet@gmail.com](mailto:scdcballet@gmail.com) with any questions. If we are in rehearsals or classes and you need to talk to us, leave us a note in the box at the front desk so that we can concentrate on the rehearsal. Of course, if it is vital or an emergency go ahead and get our attention! We know sometimes it cannot be avoided :)

We have tried our best to include everything in this handbook and in future notes given out at rehearsals but if you still have a question, feel free to ask. If we are unable to get the answer right away while busy running rehearsals or in class, we will track down the information as soon as possible and call you with the answer.

Thank you for giving us the gift of working with your talented dancer and to produce our ballets, performances we are truly proud of. It is an honor to bring these performances to our community and to give these young dancers the opportunity to perform and be a part of them.

Thank you

Miss Pam, Director

Miss Shanda, Assistant Director

Miss Annette, Costume Mistress