



The Nutcracker

2017

Cast Handbook

Each year, *The Nutcracker* is an exciting and rewarding time for our dancers and their families. Participation in this full-length production requires hard work, commitment, and dedication to make it a positive and successful experience. If you have questions after reviewing this handbook, please contact us. You can call the office (907) 463-5327, email juneaudance@gci.net, or stop by the office.

We are always here to help!

This year's performances will be held at:

Juneau Douglas High School Auditorium

Friday, December 1 @ 10 am & 7 pm

Saturday, December 2 @ 2 pm & 7 pm

Sunday, December 3 @ 2 pm

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IMPORTANT CONTACT INFORMATION

Artistic Director: Zachary Hench, zhench@juneaudance.org

Ballet Master: Catherine Fowle, cfowle@juneaudance.org

Registrar: Amy Ely, juneaudance@gci.net (907) 463-5327 for GENERAL INFORMATION (class/rehearsal absences, schedule questions)

Costume Coordinator: Bridget Lujan, bridgetlujan@gci.net

Stage Manager: Karen Allen, shibboletha@hotmail.com

One of your best sources of information is our **website!** Check regularly for forms and information you might need. <http://www.juneaudance.org/>

Rehearsal Schedules will be posted at the studio (on the board in the lobby) and sent to cast members via email.

The Nutcracker

Performance order and roles

ACT I

PARTY SCENE

Clara, Fritz, Maid, Herr Stahlbaum, Frau Stahlbaum, Party Parents, Party Children, Bear, Doll, Herr Drosselmeyer

BATTLE SCENE

Clara, Baby Mice, Cheese, Mice, Soldiers, Mouse King, Nutcracker, Herr Drosselmeyer

SNOW SCENE

Clara, Nutcracker Prince, Herr Drosselmeyer, Snow Queen, Snowflakes

ACT II

OPENING

Angels, Sugar Plum Fairy, Clara, Nutcracker Prince, Spanish Hot Chocolate, Arabian Coffee, Chinese Tea, Russian Konfeta, Marzipan and Lambs, Dew Drop, Flowers

DIVERTISSEMENTS

1. Spanish Hot Chocolate
2. Arabian Coffee
3. Chinese Tea
4. Russian Konfeta
5. Marzipan Shepherdesses and Lambs
6. Mother Ginger and Polichinelles
7. Waltz of the Flowers – Dew Drop and Flowers
8. Grand Pas de Deux – Sugar Plum Fairy and Cavalier (if applicable)

FINALE

Clara, Sugar Plum Fairy, Cavalier (if applicable), Nutcracker Prince, Spanish Hot Chocolate, Arabian Coffee, Chinese Tea, Russian Konfeta, Marzipan, Polichinelles, Dew Drop and Flowers

MULTIPLE CASTS EXPLAINED

For some roles, we have two or more casts of dancers so that we can fit all who want to perform into a role, and none of our dancers are overworked. The order of cast has no intrinsic meaning. For example, “first cast” does not have more talent than “second cast”. Dancers must perform in their assigned cast for all performances.

2017 Nutcracker casts will perform as follows, **unless otherwise stated** on the cast list:

Where there are **two** casts:

- First cast performs: Friday, Dec 1 @ 7pm; Saturday, Dec 2 @ 7pm; Sunday, Dec 3 @ 2pm
- Second cast performs: Friday, Dec 1 @ 10am; Saturday, Dec 2 @ 2pm

Where there are **three** casts:

- First cast performs: Friday, Dec 1 @ 7pm; Saturday, Dec 2 @ 7pm;
- Second cast performs: Friday, Dec 1 @ 10am; Saturday, Dec 2 @ 2pm
- Third cast performs: Sunday, Dec 3 @ 2pm

REHEARSAL ATTENDANCE

JDT expects all performers to make *The Nutcracker* their top priority. Rehearsals are absolutely essential and attendance at all rehearsals is mandatory! We work hard to prepare our dancers for a successful and rewarding *Nutcracker* experience and we depend on each dancer to be present at all rehearsals in order to make this possible. Please know that if you participate in other activities such as sports or music programs, you must plan accordingly so that you do not miss rehearsals. Availability may directly impact casting decisions.

- Attendance is taken at all rehearsals.
- Absences will generally NOT be allowed for: music recitals, sports events, birthday parties (especially those you have control over scheduling), tickets to entertainment events, etc.
- Absences will be allowed for: illness, family emergency, major family events, required school functions or other unavoidable circumstances. Catherine Fowle or Zak Hench must be notified and excuse all planned absences (ie. note all schedule conflicts on the dancer agreement). If you must miss rehearsal due to illness or unforeseen emergency, please notify Amy at juneaudance@gci.net. or leave a message at the JDT office phone: 907.463.5327. Without prior approval from Catherine or Zak, and/or without notification of illness to the JDT office, the dancer's absence will be considered as unexcused.
- Unexcused Absences are not allowed, therefore be advised of the following policy:

At the discretion of the Artistic Director, **TWO** unexcused absences may result in the dancer's role(s) being recast; and/or the dancer being removed from the production altogether.
- Be on time for rehearsal. We cannot begin rehearsals until all dancers are in the studio and ready. Tardiness affects everyone's ability to succeed in their performance.
- Understudies must attend all rehearsals for the roles for which they are responsible. Understudies are listed in parentheses on the casting sheet. While they will not be fitted for a costume or perform that role (unless circumstances arise; ex. Illness or injury), they are expected to learn by watching and practicing in the back or on the side of the studio.

REHEARSALS

The rehearsal schedule is posted on the board in our studio lobby and there are copies available at the desk (upon request). It is also available on our website and a link will be posted on our Facebook page. *Please read the schedule carefully and check all days for rehearsals that list your role as times for a particular role may change from week to week.* Rehearsals take place on Saturdays and/or Sundays.

Rehearsal cancellations due to inclement weather will be announced on our website, emailed, and posted on our Facebook and Instagram pages.

- Dancers should come to rehearsals in proper attire with hair in a classical bun. You may wear your class leotard, or any solid color leotard & pink footed tights. Please do not wear t-shirts, baggy pants, or other layered warm-up clothing to rehearsals.

- Please label all your dancer's items, including shoes, bags, jackets, water bottles, etc.
- For rehearsals lasting more than one hour, please send your dancer with a healthy snack.
- No food is permitted in the studio. Dancers and families are welcome to eat in the kitchen. However, if costumes are out on tables in the kitchen, please take extra care not to touch them or consume food near them.
- Water is allowed in the studio. Chewing gum is not permitted.
- For roles that are double cast, or have understudies, all dancers are expected to learn through observation. This means that dancers must watch when the other cast is rehearsing and continue to learn their role by watching.
- All dancers must be picked up within fifteen minutes of the end of a rehearsal and must wait inside the building for their ride (unless driving themselves).

COSTUMES

Our Costume Coordinator, Bridget Lujan, and our dedicated wardrobe staff and volunteers design, create, alter, and maintain all costumes for *The Nutcracker*. We are pleased to provide these professional quality costumes for all of our cast members.

- Costume Fittings are scheduled throughout the rehearsal time period and are posted on the bulletin board and on the website. Costume fittings are mandatory. Please do not miss your assigned costume fitting. If you have extenuating circumstances and must miss a scheduled fitting please email Amy at juneaudance@gci.net.
- Cast members are responsible for providing their own shoes, tights, flesh-colored camisole leotards, and trunks (if applicable). All other supplies can be purchased at JDT's gently used dancewear sale (while supplies last), or through online vendors such as www.discountdance.com. Pink ballet shoes can also be purchased at Payless Shoes in Nugget Mall.
- All assigned costume pieces, including headpieces and accessories, are the dancers' responsibility once we are in the theater. Please follow instructions for care of the costumes (ie. hang, or store in cloth costume bags, or ziploc bags), and make sure each of your items are accounted for before leaving the theater. Costumes MAY NOT be taken home or otherwise out of the theater. If a repair is needed in between performances,

please notify wardrobe personnel at the end of the performance. Do not wait until call time for the next show.

- No eating in costume at any time.
- Costumes may not be worn out into the commons to greet family and friends. Please properly store your costume prior to leaving the dressing room after the performance.
- Sew elastics on ballet slippers (do not tie in knot under arch).
- Remember to knot and cut off drawstrings on your ballet slippers.
- No jewelry (unless specified), no shiny barrettes or hair clips, no body glitter, no nail polish. *Please do not wear jewelry backstage unless required for your role. We cannot be responsible for the loss of valuables.
- No underwear under tights!
- Hair must be neatly slicked back with gel or hairspray. No loose tendrils, wisps or bangs.

DRESS REHEARSALS, TECH & PERFORMANCES

The weekend of November 25-26 (Thanksgiving weekend) and the following Wednesday-Sunday is MANDATORY TECH REHEARSAL AND PERFORMANCE TIME.

- Absolutely NO absences are allowed at any time during this time period.
- Students with outstanding tuition balances will not be allowed to perform unless payment arrangements are made prior to November 15th.
- We make every effort to run on schedule during this week, but unforeseen circumstances do sometimes arise that affect the finish times for dancers. We appreciate your understanding and cooperation!

CLOTHES, HAIR & MAKE-UP AT THE THEATER

- All items brought to the theater should be labeled with the dancer's name! *Please do not send anything of value backstage at all!
- Dancers in Pre-Ballet and Ballet 1 should come to the theater with their performance tights and flesh-colored leotards worn under their clothing. Please send your dancer in comfortable sweatpants and a zip front sweatshirt or button down shirt. No pull over shirts or jeans, please!
- For safety reasons, socks or slippers must be worn over ballet slippers backstage, and removed just prior to going on stage. The hallways at JDHS are polished and waxed and if tracked on to the stage it is slippery and dangerous for dancers.
- All dancers should arrive at the theater with their hair & makeup fully done (except for lipstick). Please send all makeup with the dancer in case touch ups are needed. Specific make-up supplies and application requirements will be provided for each role, prior to our first dress rehearsal at JDT.
- For warm up classes, all dancers in Level 3 & up should wear regular ballet classroom attire. JDT leotard uniforms are not required, but excessive warm-up outfits, leg warmers, scarves, socks, gloves, slippers, shorts, t-shirts, or other non-dance items are not permitted. Dancers are to look neat at all times.
- Make sure your child eats a well-balanced, nutritious meal to keep up their stamina throughout the rehearsal and performance process. You can send a light (non-messy) snack and bottle of water with your child. Please do not send colored drinks, gooey items, etc. No peanut products are allowed in the Green Room or dressing rooms. Please label water bottles.
- Please send quiet activities and games labeled with your child's name. Do not send markers or pens.

ALL dancers should have the following items in their bags for all dress rehearsals and performances:

PERFORMANCE MAKEUP IN A LABELED ZIPLOC BAG	EXTRA PAIR OF TIGHTS
HAIR NETS, HAIRSPRAY, BOBBY PINS, ELASTICS, HAIRBRUSH	HEALTHY, NON-MESSY SNACK
WATER BOTTLE	CLEAN TIGHTS & SHOES
	QUIET ACTIVITY

ARRIVING AT THE THEATER

All cast members must enter Juneau Douglas High School through the Stage Door (located at the high school parking lot across from Breakwater Hotel). Parents bringing cast members must follow our signage and staff to the proper entrance. **DANCERS MAY NOT ENTER THE SCHOOL THROUGH THE MAIN LOBBY DOORS.** All dancers must report to the sign-in table and proceed to their assigned dressing rooms.

Parents and caregivers who did NOT volunteer backstage will not be allowed in the Green Room, dressing rooms, or wings.

All dancers should be dressed and ready to dance at the start of both tech and dress rehearsals. Pre-Ballet, Ballet 1, Ballet 2A, and Ballet 2B should arrive 1 hour prior to the start of the performance. Call times are as follows:

Friday, December 1: **9 am** (for the 10 am performance) and **6 pm** (for the 7 pm performance)
Saturday, December 2: **1 pm** (for the 2 pm performance) and **6 pm** (for the 7 pm performance)
Sunday, December 3: **1 pm** (for the 2 pm performance)

Ballet 3-5 will have warm-up classes onstage Friday, Saturday, and Sunday. Class times will be posted.

LEAVING THE THEATER

ALL dancers must wait to be dismissed from all rehearsals, including tech and dress rehearsals.

Dancers who are in Act I **ONLY** may leave during intermission. Parents **MUST** wait until intermission to meet dancers in the backstage hallway.

At the end of the performance, parents may meet their dancer in the lobby or the backstage hallway. Parents and visitors are **NOT** allowed in the Green Room or dressing rooms, unless they have signed up to be backstage volunteers.

Company dancers must complete their clean-up job prior to leaving the theatre each night (jobs will be posted on dressing room doors).

PARENT OBSERVATION OF THEATER REHEARSALS

Parents, friends, and family members are not allowed in any of the backstage areas (dressing rooms, wings, etc.) for any purpose before, during, or after dress rehearsals and performances unless officially volunteering backstage. Parents who would rather stay than drop off their performers are welcome to sit in the audience. Please note that these are closed rehearsals and no friends or extended family members are allowed in the theater.

VIDEO RECORDING AND PHOTOGRAPHY

The video recording of dress rehearsals and performances is strictly prohibited. Juneau Dance Theatre will record all performances for archival purposes, and DVDs will be made available for sale to all families. Any other videotaping or recording of rehearsals or performances is strictly prohibited, and anyone seen recording the rehearsals or performances will be asked to leave the theater.

Still photography of any kind is prohibited onstage, backstage, in the wings and from the audience *during performances*. This includes cell phones, tablets, digital cameras, etc. Not only does it adversely affect lighting design, it also distracts cast and audience members. Please remind family and friends of this rule. Families can take pictures during dress rehearsal **ONLY**, and please remember that flash photography is never permitted.

If you choose to share pictures of your dancer in costume on social media, please use discretion. Many of our dancers and their parents have requested not to be photographed. Please post photos of your children only!

DANCER THEATER ETIQUETTE

In the dressing room:

1. Sign-in upon arrival to theater, before heading to your dressing room.
 - Costumes should be handled with care and hung back up after changing. Headpieces and accessories should be returned to their bag.
 - Hangars are to remain on the travel racks. Do NOT preset your costumes on your chair. Costumes are not to be in the bathroom or lobby.
 - Be sure you have all your required shoes, tights, etc.
 - Label your personal items.
 - Clean your space before leaving after the performance. Don't forget to check the floor!

DO NOT touch property belonging to JDHS, including musical instruments, desks, etc.

2. Show respect for others

- Never touch, move, or remove another dancer's costume, accessory or prop during a performance. It could be preset, or needed for a quick change. Often times, dancers or backstage personnel will see an item that appears to be "laying around", and in an effort to be helpful, will move it or put it away, causing panic and stress for dancer needing the item quickly.
- Turn off your cell phone and put it away when you leave for warm-up class. DO not set your phone to vibrate. Cell phones are to remain completely off until after the performance.
- Conversation should be quiet and respectful. No loud talking, no playing loud music, and no electronic devices that make sound.
- No disruptive behavior (running, horsing around, etc.)
- When someone asks for the group's attention, acknowledge that you are listening.
- When someone provides information or direction to the group, acknowledge that you heard (thank you!).
- If you need help, ask for it.

3. Stay focused

- Beginning with warm-up class, you are expected to remain focused and attentive to the task at hand.
- Stay where you are supposed to be. Do not roam around the building.

In the wings:

- Space is limited, so please do not watch from the wings unless you are getting ready for an entrance.
- Black curtains must remain closed at all times.
- Do not touch the legs (curtains), props, or any preset items.
- Stay behind the tapeline. If you can see the audience, they can see you.
- Absolutely no flash photography.
- Follow directions of the Stage Manager, Backstage Coordinator, Costume Coordinator, Crew, and Parent Volunteers.
- No cell phones!
- No talking backstage. Soft clapping only.

NUTCRACKER TICKETS

Nutcracker tickets will go on sale the week of November 1, 2017.

All tickets are General Admission, unless you have also purchased tickets to the “Land of Sweets Tea and Tour”. These attendees will receive early admission and priority seating.

The lobby will open 1 hour before the show, where you can purchase tickets at the door, Candy Grams and Flowers for dancers, Baked Goods, Raffle Tickets, JDT Shirts, and Holiday Gifts.

Doors to the theater auditorium open 30 minutes prior to the start of the performance.

Ticket Prices:

Child/Student \$15

Senior \$15

Adult \$20

Group sales of 4 tickets or more receive a 10% discount.

How to purchase tickets:

- Online: Tickets can be purchased securely through our website: www.juneaudance.org
- In Person: Tickets can be purchased in person at one of our two ticket vendor outlets: the JACC or Hearthside Books.
- At the Door: Tickets will be on sale 1 hour prior to the start of the performance in the theater lobby on the day of the show.

Cancellation Policy:

All sales are final. Inclement weather will not affect performances unless the Governor declares an official state of emergency. NO REFUNDS. Exchanges must be submitted for approval.

Who Needs a Ticket?

All audience members need tickets, including: parents, family members, and friends.

Comp Tickets:

All dancers participating in *The Nutcracker* will receive 1 complimentary ticket.

VOLUNTEERS

We have many types of volunteer opportunities! All sign-ups are done online through signup.com and the link can be found on our website as we get closer to performance time.

Here are the volunteer positions we will be seeking to fill:

Backstage Crew (Dress Rehearsals & Performances). “Many hands make light work” is perhaps never more true, than as it relates to volunteer efforts needed to mount a smooth, seamless production. A variety of backstage crew are needed for tasks such as sound board operator, spot light operator, curtain pullers, properties maintenance, scene change crew, and more. No experience necessary for the quick learner who is available during tech week and performances. Look for details and specifics for each job on our online volunteer sign up as we approach production week.

Backstage Sign-in / Sign-out (Dress Rehearsal & Performances) You will be responsible for signing in & out all of our young cast members, and communicating absences with the Backstage Coordinator and/or Directors.

Dressing Room Helpers (Dress Rehearsals & Performances) You will be responsible for keeping all dancers in your group quiet and organized while waiting in the dressing area. You will also assist the dancers with dressing, hair and make-up, and distributing props, and preparing for their entrances, as needed. Backstage Coordinator, Amy Ely, will be on-hand to provide guidance and support.

Front of House Positions (A Manager will be at each area to show volunteers what they need to do.) Box Office, Ushers (programs and ticket-takers), Bake Sale, Flower Shop, Candy Grams, Land of Sweets Tea and Tour, and Holiday Gift Shop.

Nutcracker Bake Sale (provide baked items) Our holiday bake sale is one of the most popular tables in our lobby. As a way to support our school, we ask that each cast member sign up to bring one item for our Sweet Shop. A signup sheet will be available online on our volunteer site.

Volunteer Perks! We know that the biggest reward of volunteering is being able to actively support your dancer, not to mention the fun of being involved in putting on this amazing production. However, in order to show our appreciation for your time and effort, we are also able to offer the following perks:

∞ Backstage Helpers can watch their group dancing from the wings. Once everyone in your group has been picked up by their parents, you are welcome to watch the rest of the show in the theater. Your name tag is your ticket.

∞ Lobby Helpers may also watch the show. Once your job is complete, you are welcome to watch the show from the back of the theater (keep custody of cash box, if applicable). Most of these positions require you to be the last one in before the start of the show and the first one out once Intermission begins. Your volunteer badge is your ticket.