



The Nutcracker

2023

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 send an email to jdtoffice@juneaudance.org, or leave a message at 907-463-5327, and we will be in touch!

This year's performances will be held at the:

JUNEAU-DOUGLAS HIGH SCHOOL: YADAA.AT KALÉ 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

For **GENERAL INFORMATION** (class/rehearsal absences, schedule questions), please **contact** the JDT office at jdtoffice@juneaudance.org or leave a message at (907) 463-5327

JDT Artistic Director, Choreographer: Zachary Hench, zhench@juneaudance.org

JDT Executive Director, Producer, Costume Coordinator: Bridget Lujan, blujan@juneaudance.org

Principal Teacher & Ballet Master: Catherine Fowle, cfowle@juneaudance.org

One of your best sources of information is our **website!** Check regularly for forms and information such as cast lists, rehearsal schedules and ticket sales. www.juneaudance.org/

Rehearsal Schedules will be posted at the studio (on the board in the lobby), on the website, and sent to all cast members via email, by Wednesday of each week.

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, Lead 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, Hot Chocolate, Coffee, Tea, Konfeta, Marzipan and Lambs, Dew Drop, Flowers

DIVERTISSEMENTS

1. Hot Chocolate and corps
2. Coffee (may be solo or Pas de Deux)
3. Tea and corps
4. Konfeta and corps
5. Marzipan Shepherdeses and Lambs
6. Mother Ginger and Polichinelles
7. Waltz of the Flowers – Dew Drop Fairy and Flowers
8. Grand Pas de Deux – Sugar Plum Fairy and Cavalier (if applicable)

FINALE

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

MULTIPLE CASTS EXPLAINED

For many roles, we have two or more casts of dancers so that we can maximize performance opportunities, and not overwork dancers. 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. Roles with multiple casts will receive their performance assignments later in the rehearsal process, closer to the performances. See next section for information about understudies.

REHEARSAL ATTENDANCE

We ask all dancers to make *The Nutcracker* their top priority. Rehearsals are essential and attendance at all rehearsals is expected. Everyone is working hard to prepare 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. If you participate in other activities such as sports or music programs, you must plan accordingly so that you do not miss rehearsals. Dancer availability may impact casting; and if stated availability changes after casting decisions have been made, changes may also be made to casting at the Artistic Director’s discretion.

- Absences will generally NOT be allowed for: sports events, birthday parties, being tired from a sleepover, and other social gatherings, tickets to entertainment events, excursions, camping trips, hikes, non-school-related rehearsals or performances, etc.
- Absences will be allowed for: illness, family emergency, major family events, required school functions or other unavoidable circumstances. Artistic Director, Zachary Hench must excuse dancers from rehearsal for all planned absences (ie. **all** schedule conflicts must be provided in advance, on the dancer agreement). If you must miss rehearsal due to illness or unforeseen emergency, please notify the office at jdtoffice@juneaudance.org or leave a message at the JDT office phone: 907.463.5327, **PRIOR** to the start of rehearsal. Without prior approval from 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 the work, and succeed in performance.
- Understudies must attend all rehearsals for the roles for which they are responsible. Understudies are noted in parentheses on the cast list. Understudies will not be fitted for a costume or perform that role unless need arises; ex. Illness or injury; however, they are expected to learn by watching and practice BEHIND the other dancers, or on the side of the studio. When multiple understudies have learned a role, and a substitute is needed for performance, the Artistic Director will decide which dancer will perform.

REHEARSALS

Rehearsals take place on Saturdays and Sundays, and during regular class time, when practical. The rehearsal schedules are emailed to families on, or by Wednesday of each week, and are posted on the bulletin board in our studio lobby, and on the website. Please watch for our emails. If you have not received a rehearsal schedule by Friday for the upcoming weekend, please contact the office. Be sure to check your junk mail and spam folders so as to not miss important information, and accept all JDT email addresses (domain juneaudance.org) as a "safe sender".

Rehearsal cancellations due to inclement weather will be announced on our website, emailed, and posted on our Facebook and Instagram pages. We will also text and make phone calls, when appropriate.

- Dancers should come to rehearsals in proper class attire with hair in a bun. Please do not wear t-shirts, baggy pants, or other layered warm-up clothing to rehearsals.
- Please label all items with your name, including shoes, bags, jackets, water bottles, etc.
- For rehearsals lasting more than one hour, please bring a healthy snack not likely to make a huge mess.
- Food chewing gum is NOT permitted in the studio. Dancers 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 bottles filled with water, only, are allowed in the studio.
- 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. It is not time to socialize or talk.
- 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). A \$25 late fee will be billed to families arriving more than 15 minutes late for pick up.

COSTUMES

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

- Costume Fittings are scheduled throughout the rehearsal process and are posted on as part of the rehearsal schedule. Costume fittings are mandatory. If you have extenuating circumstances and must miss a scheduled fitting please contact the office at jdtoffice@juneaudance.org
- Unless notified otherwise, dancers are responsible for providing their own shoes, tights, nudie (flesh-colored camisole leotard), and briefs (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. JDT has some shoes available for certain roles in *The Nutcracker*. Check with the office before purchasing new shoes.
- All assigned costume pieces, including headpieces and accessories, are the dancers' responsibility once we are in the theatre. 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 theatre. Costumes MAY NOT be taken home or be removed from the theatre. If a repair is needed in between performances, please notify the stage manager or costume coordinator at the end of the performance. Do not wait until call time for the next show.
- Do NOT eat, or touch food, or be in the vicinity of food, while in costume.
- Costumes may not be worn out into the commons to greet family and friends after performances. Please properly store your costume prior to leaving the dressing room after the show.
- 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. JDT is not responsible for the loss of valuables.
- No underwear under tights. Your tights (and nudie, if applicable) ARE the undergarment.
- Drawstrings on shoes must be tied and tucked into the shoe. Pointe shoe ribbons must be neat, with the knot tucked in. Check your shoes before going on stage.
- Hair must be neatly slicked back with gel or hairspray. No wisps or bangs.

DRESS REHEARSALS, TECH & PERFORMANCES

The weekend of Nov. 23-24 and the following Wednesday-Sunday (November 29-December 3) are MANDATORY TECH REHEARSAL AND PERFORMANCE TIME.

- Absences are NOT permitted on these days.
- Students with outstanding tuition balances (and who do not have a signed payment agreement in place), will not be allowed to perform unless payment arrangements are made prior to November 15th.
- We make every effort to run on schedule, 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 THEATRE

- All items brought to the theatre should be labeled with the dancer's name! *Please do not send anything of value backstage at all!
- Dancers in Pre-Ballet and Level 1 should come to the theatre with their performance tights and flesh-colored "nudies", 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, by all dancers backstage, and removed 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 theatre 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 4 & up should wear regular ballet classroom attire. 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.
- Eat well-balanced, nutritious meals to keep up 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.

- Quiet activities and games labeled with your child’s name, are permitted. Do not send markers, or pens, slime, or anything with glitter or sticky substances.

ALL dancers should have the following items in their bags for all dress rehearsals and performances:		
PERFORMANCE MAKEUP IN A LABELED ZIPLOC BAG	CLEAN TIGHTS & SHOES	HAIR NETS, HAIRSPRAY, BOBBY PINS, ELASTICS, HAIRBRUSH
HEALTHY, NON-MESSY SNACK	EXTRA PAIR OF TIGHTS	QUIET ACTIVITY
WATER BOTTLE (LABELED)		

ARRIVING AT THE THEATRE

Dancers must enter Juneau Douglas High School through the Stage Door (located at the high school parking lot across from Breakwater Hotel). For the Wednesday tech rehearsal, you’ll enter through the JDHS Commons (main entrance). Details about tech week and performances will be emailed to families, a week in advance. All dancers must sign-in with our parent volunteer and proceed to their assigned dressing room.

Parents and caregivers who are NOT confirmed and approved backstage volunteers will not be allowed backstage in the Green Room, dressing rooms, or wings during performances. JDT personnel will make clear announcements to notify parents and other visitors that it’s time to leave the backstage area.

All dancers should be dressed and ready to dance at the start of both tech and dress rehearsals. Dancers will be called up to two hours prior to the performance. Pre-Ballet and Level 1 dancers may have later call times, and may be dismissed after they have danced their role. The following are not confirmed; however, we expect theatre call times to similar to the following:

Friday, December 1: **8:30 am** (for the 10 am performance) and **5 pm** (for the 7 pm performance)
 Saturday, December 2: **12:30 pm** (for the 2 pm performance) and **5 pm** (for the 7 pm performance)
 Sunday, December 3: **12 pm** (for the 2 pm performance)

Levels 4-6 will have warm-up classes onstage Friday, Saturday, and Sunday. Class times will be posted.

LEAVING THE THEATRE

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

Dancers who are in Act I ONLY will be excused during intermission. **Parents MUST wait until intermission to meet dancers in the backstage hallway, and sign-out with our backstage personnel.**

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.

Dancers assigned to the upstairs dressing rooms are expected to be respectful of each other, the volunteers, and the space we are sharing. Dancers are not dismissed until make-up and outer dressing rooms have been cleaned. All costumes and headpieces should be stored properly, trash disposed of, counters wiped clean of make-up, lights turned off, etc. Roomes will be inspected each night.

PARENT OBSERVATION OF THEATRE 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 and watch. Please note that these are closed rehearsals and no friends or extended family members should be invited to attend.

VIDEO RECORDING AND PHOTOGRAPHY

Video recording of dress rehearsals and performances is strictly prohibited. Juneau Dance Theatre will record all performances for archival purposes, and digital downloads will be made available for sale to all families once it has been edited and produced by our videographer. 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 theatre.

Still photography of any kind (on any device) is prohibited onstage, backstage from the wings and from the audience *during performances*. Please remind family and friends of this rule. Backstage volunteers are welcome to take photos backstage (to share with JDT and parents), taking care that everyone is dressed, and will not miss their cue. **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. Please post photos of your children only, unless another parent has given their consent to post their child.

DANCER THEATRE ETIQUETTE

In the dressing room:

1. Sign-in upon arrival to theatre, 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 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. Respectful behavior is expected at all times.
 - 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. Sometimes a well-meaning or backstage personnel will see an item that appears to be "laying around", and 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.
 - Conversation in the dressing rooms 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 an adult in charge asks for the group's attention, please acknowledge.
 - When someone provides information or direction to the group, acknowledge that you heard, by saying 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, 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.
- No photography.
- Follow directions of the Stage Manager, Backstage Coordinator, Costume Coordinator, Crew, and Parent Volunteers.
- No cell phones!
- No talking backstage. "Air" clapping is ok. .

NUTCRACKER TICKETS

Nutcracker tickets will go on sale NO LATER than the week of November 1. We will email families as soon as ticket sales are open.

All tickets are reserved seating, with an option for priority seating in the front, center section. “Land of Sweets Tea and Tour” purchased separate, come WITH a ticket to the ballet. These attendees will also receive early admission and priority seating. All parents, friends and families must purchase a ticket to the show. Volunteers stationed in a “front of house” role, may watch the show from designated volunteer seats at the back of the theatre, ONLY if you have completed your task in the commons, or another parent has offered to cover.

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 theatre auditorium open 30 minutes prior to the start of the performance.

Ticket Prices:

Child/Student (incl. UAS) \$20

Senior \$20

Adult \$30

How to purchase tickets:

- Online: Tickets can be purchased securely through our website: www.juneaudance.org
- At the Door: Tickets will be on sale 1 hour prior to the start of the performance in the theatre lobby on the day of the show. Cash preferred; credit cards also accepted.

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; however there may be restrictions (such as specific performances). Codes to redeem comp tickets will be provided once ticket sales open to the public.

VOLUNTEERS

We have many types of volunteer opportunities! All sign-ups are done online through signup.com. The link to sign up will be emailed to all families at least one week before tech rehearsal.

Volunteer Positions:

Backstage CREW: (Dress Rehearsals & Performances) Help is needed with props, curtain pulling, follow spots, sound and set changes. If you are interested in working on our backstage crew, please email the office to let us know. These spots are limited and will not appear on the sign-up sheet.

Backstage Dancer Support (Dress Rehearsals & Performances). These positions are limited and require experience, and familiarity with The Nutcracker. Backstage volunteer positions will NOT be on the sign-up sheet. If you are interested in volunteering backstage, please email the office, and we will reach out if you are needed.

Dancer Check-in (Dress Rehearsal & Performances) You will be responsible for signing in & out all cast members, at their respective call times.

Front of House Positions (Performances) Box Office, Ushers (programs and ticket-takers), Bake Sale, Flower Shop*, Candy Grams*, Land of Sweets Tea and Tour*, and the Holiday Gift Shop*, all need workers to run the sales tables.

Nutcracker Concessions Sale (provide baked items or other concession items) Our holiday concessions 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 donate treats to sell. A signup sheet will be available online on our volunteer site.

*Candy Grams, Flower sales, the Holiday Shop and the Land of Sweets Tea and Tour, are all BIG jobs, that start long before the performances. Land of Sweets has its own committee that meets beginning in October; and the other areas each need a lead person to create, design, assemble, order, etc. The Holiday Shop will also be the Juneau Public Market, and we need LOTS of helpers!

IF YOU ARE INTERESTED IN BEING A “LEAD” volunteer for any of the above areas, please reach out. We love to give creative, ambitious parents, a project to run with!