

Fraser Valley Academy of Dance

The Nutcracker 2017



Handbook for Parents, Dancers and Volunteers

Everything you need to know for the Nutcracker production

PLEASE READ CAREFULLY!

(Last Updated November 27, 2017)

Mr. John C. Carney, Artistic Director
www.fvad.ca

FVAD
FRASER VALLEY
ACADEMY OF DANCE

YOU BELONG HERE

TABLE OF CONTENTS

| | |
|--|----|
| IMPORTANT INFORMATION | 3 |
| PRODUCTION PERSONNEL | 4 |
| THEATRE RULES | 5 |
| DRESSING ROOM ASSIGNMENTS | 6 |
| BACKSTAGE MAP | 7 |
| DRESSING ROOM SUPPLIES | 8 |
| WHAT'S IN YOUR DANCE BAG? | 8 |
| CLOTHING AND SHOE REQUIREMENTS | 9 |
| HAIR REQUIREMENTS | 10 |
| HOW TO MAKE A BALLET BUN | 11 |
| MAKE-UP APPLICATION | 13 |
| INSTRUCTIONS FOR MICE, YOUNG PARTY GIRLS AND CANDY CANES | 13 |
| INSTRUCTIONS FOR PARTY GIRLS, SMARTIES AND SOLDIERS | 13 |
| INSTRUCTIONS FOR ALL OTHER DANCERS | 13 |
| NOTES FOR VOLUNTEERS AND DANCERS | 14 |
| PERFORMANCE RECORDINGS | 15 |
| PERFORMANCE CAST LIST | 16 |
| REHEARSAL AND PERFORMANCE SCHEDULE | 17 |
| SATURDAY, DECEMBER 2ND | 18 |
| SUNDAY, DECEMBER 3RD | 18 |
| MONDAY, DECEMBER 4TH – TUESDAY, DECEMBER 5TH - WEDNESDAY, DECEMBER 6TH | 19 |
| THURSDAY, DECEMBER 7TH - DRESS REHEARSAL FOR SATURDAY 1PM CAST | 20 |
| FRIDAY, DECEMBER 8TH – DRESS REHEARSAL FOR SATURDAY 5PM CAST | 20 |
| SATURDAY, DECEMBER 9TH – MATINEE (1PM) PERFORMANCE | 21 |
| SATURDAY, DECEMBER 9TH – EVENING (5PM) PERFORMANCE | 21 |
| PHONE NUMBERS | 22 |
| MAP TO CLARKE THEATRE | 22 |

IMPORTANT INFORMATION

DATES FOR YOUR CALENDAR

- Production Week: December 2-9
- **THERE ARE NO CLASSES Monday, Dec 4th, to Saturday, Dec 9th**

| When | What | Where |
|-----------|-----------------------------------|----------------|
| Sat Dec 2 | Dress Rehearsals for Act II Cast | FVAD |
| Sun Dec 3 | Dress Rehearsals for Act I Cast | FVAD |
| | | |
| Mon Dec 4 | Rehearsals for all casts | FVAD |
| Tue Dec 5 | Rehearsals for all casts | FVAD |
| Wed Dec 6 | Rehearsals for all casts | FVAD |
| | | |
| Thu Dec 7 | Dress Rehearsals for Matinee cast | Clarke Theatre |
| Fri Dec 8 | Dress Rehearsals for Evening cast | Clarke Theatre |
| | | |
| Sat Dec 9 | Matinee Performance (1pm show) | Clarke Theatre |
| Sat Dec 9 | Evening Performance (5pm show) | Clarke Theatre |

- **Refer to the Schedule in this handbook for your arrival and pick-up times.**

PARTICIPATION

- All dancers must make every attempt possible to attend all of their rehearsals.
- All dancers must behave in a professional and responsible manner at all times.
- All dancers must follow any instructions from the stage crew, volunteers and FVAD staff.

REHEARSALS

- Dancers must be on time, properly dressed and ready to dance at every rehearsal.
- It is the responsibility of each dancer to check the rehearsal and performance schedules frequently.
- Schedules are included in this handbook, posted on the website www.fvad.ca and at the school.

ABSENCES

- If a dancer is ill and cannot perform, please let FVAD know as soon as possible.
- Call the FVAD office (604-826-0097) when rehearsals are at the studio
- Call Mrs. Carney on her cell (604) 751-3981 when rehearsals are at the theatre.
- Messages left at FVAD from Wednesday of Production Week may not be received until the following Monday.

WINTER WEATHER

- Performances and rehearsals of the Nutcracker will not be cancelled except for extreme winter weather. Please call if you are concerned.
- In case of rehearsal cancellation, the school answer message will be updated, and we will do everything possible to inform everyone by telephone, email, website updates, and Facebook.
- For those who have opted in to our new Text Messaging, you will receive a text message. Contact us if you would like to opt-in and haven't yet done so.
- Plan ahead for winter weather. BE PREPARED!

TRANSPORTATION

- **Plan ahead.** Plan how, where and when your dancer will be dropped off and picked up for rehearsals and performances. We have over 100 people to coordinate in limited time and space.
- **Dancers must be dropped off and collected on time.** At the end of a long day of rehearsals, we all need to go home. Please don't be late, especially at the end of the day!

Please remember that our rehearsals start and end promptly – always!

PRODUCTION PERSONNEL

Mr. John Carney, Artistic Director. Mr. Carney is fully involved in the performance and will be behind the scenes for each show. Whenever possible, please direct your questions during the performance to volunteers, or to Mrs. Carney.

Theatre Crew. The Clarke Theatre crew are professionals who will be working backstage and in the theatre. They are to be treated with courtesy and respect. While you are in their theatre, they are in charge. If you are told to do something by any of the crew, you are to follow their directions without question.

Mrs. Carlyne Carney, School Administrator. Mrs. Carney will be managing backstage and dressing room activities. During theatre rehearsals and performances, Mrs. Carney will be backstage and available to answer questions and help with any problems that might arise.

Backstage Volunteers. Backstage Volunteers will be assigned to help you dress in your costumes, do your makeup and hair if you were not able to do them before arriving, to take you from your dressing area to the stage, and back again at the necessary time. If you have a problem with your costume, please let a costume volunteer know. Please ensure that you return your costume to the dressing area assigned to you.

Quick-change Volunteers. Quick-change Volunteers will be in the quick-change booth on Stage Left. If you have quick-changes, you will be informed in advance. Your next costume will be in the quick-change booth and the quick-change volunteers will assist you. You will practice your quick-changes at each rehearsal in Production Week, as well as all dress rehearsals.

Check-In Security. The Check-In Desk is located at the Backstage Entrance. Security will sign in only dancers and volunteers on their lists. Parents may escort younger children into the dressing area, but will need to then leave the area if not volunteering (unless it is really necessary for you to stay).

No performer under 16 years old will be permitted to leave the backstage area without their parent/guardian unless Security has received written permission beforehand.

**If you are given instructions by any of the Production Personnel,
you must follow their directions without question please!**

THEATRE RULES

All dancers and volunteers must sign in and out at the Check-In desk.

- The Back Stage check-in desk is located down the hallway to the right side of the Clarke Theatre box office (see the map in this handbook).
- **Dancers are not to enter the theatre through the seating area or backdoors.**
- No one will be allowed backstage except dancers, staff, crew and volunteers.
- We will have volunteers handling check-in for the performances.
 - It is an important task to control who enters and leaves the backstage areas.
 - Please help our volunteers by making sure you sign in and sign out.

It is absolutely ESSENTIAL that dancers arrive and depart the theatre on time!

Only Dancers, Staff and Volunteers can remain in the dressing areas during the performance.

- Friends and relatives are not allowed in the dressing rooms due to space limitations.
- We do however encourage moms to help get their child into costume especially for the Mice and Young Party Girls. Dads can help the boys in the boys' dressing room, but not the girls' area.
- Please volunteer ahead of time by contacting Mrs. Carney if you feel you must be backstage for your child rather than watching them perform.

Do not bring valuables, jewelry or money to the theatre.

- **LEAVE JEWELRY AT HOME** - this includes everything - **earrings**, rings, necklaces, watches.
- If you cannot remove newly-pierced earrings, please cover them with beige tape or a bandage.
- We will remove or cover all jewelry, so please leave everything possible at home.
- If students have to remove jewelry, it has a higher chance of being lost. Please leave it at home.
- **REMOVE ALL NAIL POLISH** (fingers and toes) before arriving at the theatre. Or we'll do it for you! But that's another job for us to do backstage so please remove it at home.

NO GUM at FVAD or at the Theatre. Please don't bring gum or arrive chewing gum.

Take Care with your Costume

- No sitting while wearing a tutu or other skirted costume.
- Always be sure your costume is hung up after rehearsals and performances.
- Be sure headpieces and accessories are put back on the table when you have finished your dance.
- NO EATING or DRINKING (other than water) WHILE IN COSTUME.
- **COSTUMES MUST NOT BE TAKEN HOME.** All costumes remain the property of FVAD.

Mice not performing in Act II may be collected at INTERMISSION.

- Please make a note when you check in if you will not be able to collect your MOUSE until the end of the show. You do not need a ticket for a dancer who performs only in Act I. Unless the performance is sold out, younger students may sit on your lap for Act II, or take a seat where available.

Permission must be given at Check-In for your child to leave the theatre without you.

- If a student does not submit written permission to the Check-In desk, they cannot leave with anyone else. Parents are required to pick up their children at the end of the performance.

No dancer is to leave the backstage area once in costume.

- To maintain the magic of a production, audience members should never see costumed dancers except on stage. Parents please help us by not asking your child to come out of the backstage area for a photograph in costume during the performance or rehearsal. They can easily miss their cue and delay the rehearsal or performance schedule. Take your photos before or afterwards.
- Dancers should always remove stage makeup before leaving the backstage area.

DRESSING ROOM ASSIGNMENTS

Dancers and volunteers must enter the theatre by checking in at the Check-in Desk located down the hallway on the right side of the Clarke Theatre box office, toward the rear.

DO NOT ENTER THE BACKSTAGE AREA THROUGH THE THEATRE AUDITORIUM.

Female dancers and volunteers: enter the backstage area by the Dressing Area entrance located down the hallway to the right of the security check-in desk. This area is a **girls-only** dressing area. Do not use it as a pathway to other areas of the theatre.

Male dancers and Party Adults: enter the backstage area by the Stage Left entrance located through the double-doors behind the security check-in desk. **PARTY ADULTS:** turn left and up the stairs to the locker rooms. **BOYS:** turn right through the stage wing, down the hall to DR#1.

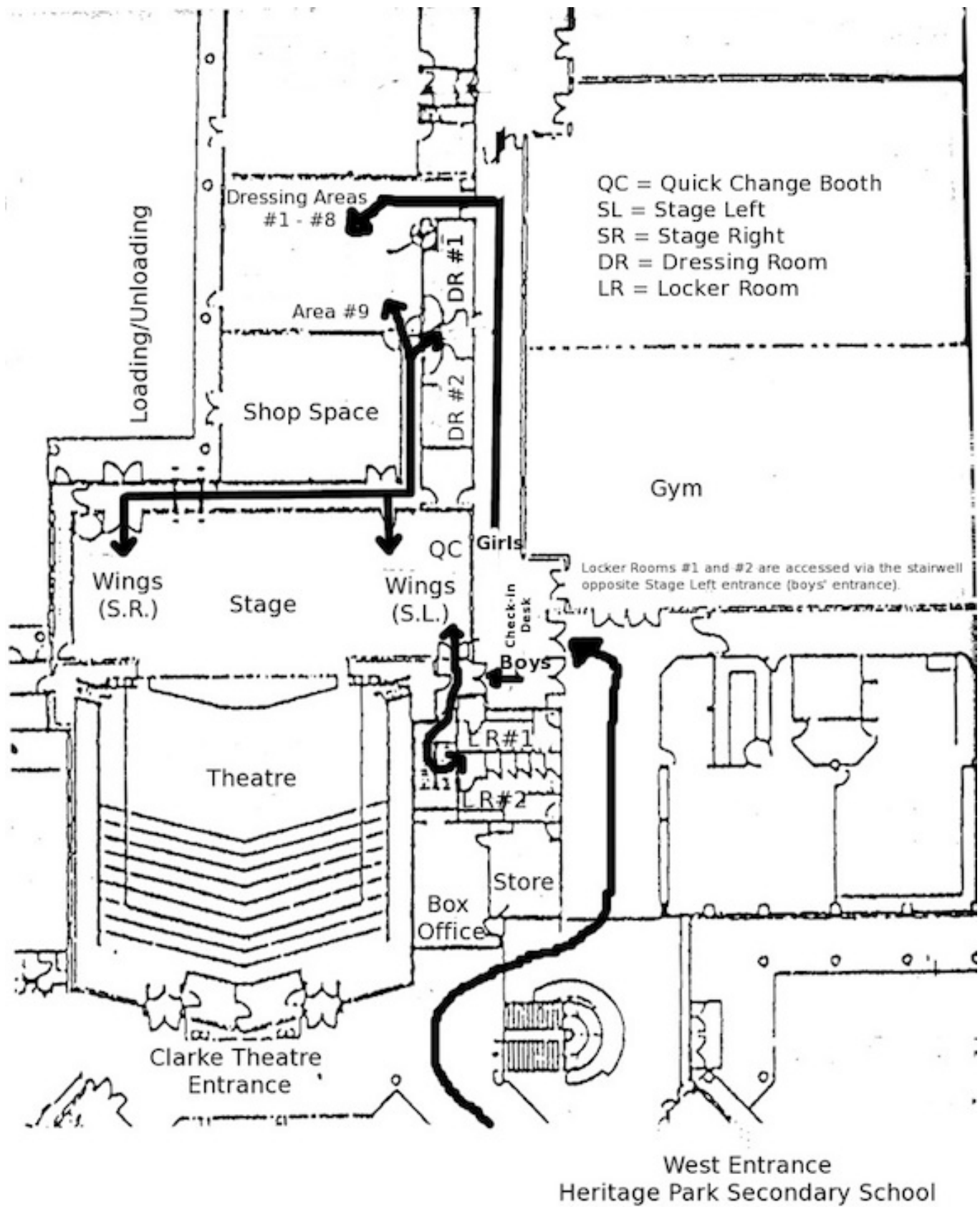
A floor plan of the dressing rooms is on the next page. Volunteers will be on hand to help you find your dressing area once you enter the theatre. Each dressing area is labelled, and are set up as they have been in Studio A during FVAD rehearsals.

Please do not move between dressing areas without cause. Dressing Room Areas are very crowded. Dancers should remain near their assigned dressing areas until called. Please be considerate of each others' needs. Do not leave your area without first telling your area volunteer. We may need you on stage in short notice so we must know where you are at all times.

DRESSING ROOM ASSIGNMENTS

| Area | Act I | Act II |
|----------------------|---|---|
| Area #1 (Girls only) | Rats | White Candy Canes |
| Area #2 (Girls only) | Young Party Girls | Candy Canes (Little Red & Red) |
| Area #3 (Girls only) | Party Girls | Smarties |
| Area #4 (Girls only) | Party Teens, Maid | Spanish, Maid, Russian |
| Area #5 (Girls only) | Snow | Flowers, Lead Candy, Lead Arabian |
| Area #6 (Girls only) | Snow | Arabian (change in LR#2) |
| Area #7 (Girls only) | Soldiers (Girls) | Chinese (all) |
| Area #8 | Mice (Girls) | Ocean |
| Area #9 | Makeup / Hair / Sewing / First Aid | Makeup / Hair / Sewing / First Aid |
| Locker Room #1 | Party Scene Males / Boys' Washroom (Brian, Patrick, James, Nicolas, Justin, Isaiah, Victor, Shane) | Boys' Washroom |
| Locker Room #2 | Girls' Washroom | Girls' Washroom |
| Dressing Room #1 | Mr. Carney, AJ, Andrew, Chase, Avery, MacIntyre, Odin | Mr. Carney, AJ, Andrew, Chase, Avery, MacIntyre, Odin |
| Dressing Room #2 | Clara, Louise | Clara, Sugar Plum Fairy |

BACKSTAGE MAP



DRESSING ROOM SUPPLIES

Dancers should arrive for all Rehearsals with hair done.

- If you are in more than one dance, please do your hair as needed for the first dance.

Dancers should arrive for Performances with hair and make-up done.

- If you are unable to do hair and makeup, we will have volunteers at the theatre ready to assist. Please arrive a few minutes early if you will need help with hair and/or make-up.

WHAT'S IN YOUR DANCE BAG?

Dancers should always (*as relevant for their age*) have these items in their dance bags:

- **MAKE-UP**
 - See the "Make-Up Application" section of this handbook for help with make-up.
- **PERSONAL ITEMS**
 - Deodorant
 - Make-up remover (soap, cleansing cream)
 - Box of tissues or cotton balls, Bandages, Moleskin, nail clippers, tweezers
 - Face cloth and towel
- **HAIR SUPPLIES**
 - Hairbrush
 - Hairpins, Bobby pins, Ponytail holders (elastic bands)
 - Hairnets, Gel. **Please refrain from using hairspray in the dressing areas.**
 - See the "How to make a Ballet Bun" section of this handbook for help with hair.
 - See the "Hair Requirements" section of this handbook for what to do with your hair.

You will find most items in the make-up and hair aisles of pharmacies and dollar stores.

We will have emergency hair and make-up supplies backstage, but please don't rely on using them.

- **DANCEWEAR AND SHOES**
 - See the "Clothing and Shoe Requirements" section of this handbook for required dancewear and shoes.
 - Items below will vary depending on what is required for your dance piece.
 - Clean leotard.
 - Clean Tights and/or Socks. **Always check your tights for runs!!**
 - An extra pair of tights in case of runs or other holes.
 - Clean Footwear: Ballet Slippers, Pointe Shoes, Character Shoes, Jazz Shoes
 - Ribbons for Pointe Shoes or Ballet Slippers (Senior Ballet students only).
 - Second-skin for students if necessary.
 - Second-skins are skin-coloured undergarments worn under a costume.
 - These are generally only required for the older students in light-weight costumes, or for students with quick-changes.
 - Students will be told if you will be required to purchase a second skin.
 - Second-skins can be purchased at the FVAD shop.
- **Homework, book, quiet games, maybe even something to use to sit on the floor.**
 - You must be as quiet as possible while waiting backstage.
 - Please ensure you have something quiet to do to keep yourself occupied.
- **Snacks and Water**
 - Please bring healthy dry snacks if needed, such as rice crackers, veggie sticks, dried fruit.
 - **PLEASE NO NUTS or NUT PRODUCTS!** We have several students with severe nut allergies.
 - Please help them to be safe by choosing your snacks accordingly.
 - **WATER ONLY, WATER ONLY, WATER ONLY, WATER ONLY** at rehearsals and backstage.
 - Please do not eat while in the dressing areas or while in costume.

CLOTHING AND SHOE REQUIREMENTS

All students participating in the Nutcracker will need a pair of ballet slippers unless otherwise directed.

Put your dancer's name inside the elastic of your ballet slippers.

Please do not wear underwear that is visible through or under your costume.

Wear natural-coloured second skins if needed (available to purchase at FVAD)

Your shoes and tights for your dance role...

ACT I

Party Scene

| Role | Shoes | Tights |
|---|---|-------------------------|
| Young Party Girls, Party Girls, Party Teens (girls) | Pink Ballet Slippers | Ballet Pink tights |
| Clara | Pink Pointe Shoes or Ballet Slippers | Ballet Pink tights |
| Louise | Pink Pointe Shoes | Ballet Pink tights |
| Fritz, Hans, Party Boys/Teens | Black Ballet slippers or Jazz Shoes | Black Socks |
| Party Mothers | Comfortable Shoes (i.e. black pumps) <i>We have some beige character shoes that can be borrowed if needed.</i> | Neutral or black nylons |
| Party Fathers | Black or Dark Coloured Dress Shoes | Black socks |
| Karl | Black ballet slippers | Black socks |

Battle Scene

| Role | Shoes | Tights |
|---------------------|---|--|
| Mice and Lead Mice | Pink Ballet Slippers | Ballet Pink tights |
| Little Rat Soldiers | Black Ballet Slippers or jazz shoes | Black Socks |
| Soldiers | Black Jazz Shoes or Black Ballet Slippers If you don't have either, wear Pink or White ballet slippers. We have black boot covers. | Ballet Pink tights (girls) Black socks (boys) |
| Rats | Black Jazz Shoes or Black Ballet Slippers If you don't have either, wear Pink or White ballet slippers. We have black boot covers. | Ballet Pink tights (girls) Black socks (boys) |
| Nutcracker Prince | White Ballet Slippers | Red Tights + White Socks |
| King Rat | Black Prussian Army Boots | Any |

Snow Scene

| Role | Shoes | Tights |
|------|--|------------------------------------|
| Snow | Pink Pointe Shoes. If you are not performing on pointe, wear soft-blocks or ballet slippers with ribbons. | Ballet Pink tights Second Skins |

*Soft-Block Pointe shoes: when your pointe shoes are too soft to wear on pointe, they are called soft-block. Soft-blocks should be worn for ballet class. Don't waste money by throwing away a perfectly good pair of shoes just because they are soft.

ACT II

| Role | Shoes | Tights |
|------------------|-----------------------|----------------------------|
| Ocean | Pink Ballet Slippers | Bare Legs |
| Spanish | Pink Ballet Slippers | Ballet Pink tights |
| Candy Canes | Pink Ballet Slippers | Ballet Pink tights |
| Lead Candy Canes | Pink Pointe Shoes | Ballet Pink tights |
| Arabian | Pink Ballet Slippers | Bare Legs or ballet tights |
| Arabian Lead | Natural dance paws | Bare Legs or ballet tights |
| Chinese (girls) | Pink Ballet Shoes | Ballet Pink tights |
| Chinese (boys) | Fritz / Hans Costume | Fritz / Hans Costume |
| Russian Leads | Fritz / Hans Costume | Fritz / Hans Costume |
| Russians | Black Character shoes | Ballet Pink tights |
| Smarties | Pink Ballet Slippers | Ballet Pink tights |
| Flowers | Pink Pointe Shoes | Ballet Pink tights |

HAIR REQUIREMENTS

***Accessories will be provided with your costume and attached in wardrobe by volunteers**

| Role | Hair | Accessories* | Notes for Backstage Volunteers |
|------------------------------------|---|------------------------------------|--|
| Party Girls & Young Party Girls | Regular Ballet Bun | Ribbon to match dress | Ribbon tied around the bun, bow at the top. |
| Teen Party Girls | Regular Ballet Bun | Ribbon to match dress | Ribbon tied around bun, bow underneath. |
| Party Boys / Teens | Neat and clean. Style away from the face | None | If your hair is longer, be sure to use gel to keep it away from your face and contained. Loose-flapping hair can be very distracting to your fellow dancers as well as the audience. |
| Soldiers | Low Ponytail or ballet bun if hat fits over it. | Black fuzzy Hat | Hat pulls snugly over head, strap loose under chin. If you are in Act II, volunteers can help with your ballet bun after Soldiers. |
| Mice Little Rat Soldiers | Regular Ballet Bun Neat hair off face | Grey Mouse Ears | Ears will be attached securely with bobby pins, or elastic. For short hair, secure hair neatly away from the face with bobby pins and/or gel. |
| Rats | Low Ballet Bun (girls) | Rat Head | The cap's Velcro straps will fasten underneath the bun. Elastic goes <u>behind</u> the ears and under chin. |
| Snow | Regular Ballet Bun | Jewel Headdress | Attached with bobby pins around the bun |
| Ocean | Regular Ballet Bun | Long light blue fabric strips | Attached around bun; knot underneath |
| Spanish | Regular Ballet Bun | Yellow Flower | Clipped on right side of bun; secured with bobby pins. |
| Candy Canes | Regular Ballet Bun | Matching Bow | Elastic wraps around bun; bow on top; Different bows for each type. |
| Lead Candy Canes | Regular Ballet Bun | Headdress | Attached with bobby pins above bun. |
| Arabian | Regular-Low Ballet Bun | Veil Headdress | Fix elastic with bobby pins. Elastic runs across forehead. Veil sits over bun. |
| Chinese (girls) | Regular Ballet Bun | Yellow Ribbon | Ribbon ties in bow under bun |
| Chinese Lead (girls) | Regular Ballet Bun | Red Ribbon | Ribbon ties in bow under bun |
| Russian | Regular Ballet Bun | Floral Headpiece with long ribbons | Sits on top of head over bun; secure sides with bobby pins; ribbons at back. |
| Smarties | Regular Ballet Bun | Matching Scrunchies | Elastic wraps around bun |
| Flowers | Regular Ballet Bun | Pink or Purple Flower | Clipped on above bun, secured with bobby pins. |

Volunteers: To secure **Hats and Headpieces** tightly, use bobby pins and crisscross or interlock them.

HOW TO MAKE A BALLET BUN

This applies to any type of bun. Only the height of the ponytail (or bun) changes to make a Regular, Low or High bun. **Please do not use Hair Donuts or Bun Makers.** We will have volunteers available to make proper classical ballet bun for those who are still learning how to make one.

| Ballet Bun Types | Description |
|------------------|--|
| Regular Bun | Near the top of the back of your head. |
| Low Bun | Resting on the lower hairline. |
| High Bun | Even higher than the ballet bun, at the top of the back of your head Usually to accommodate a hat or similar headpiece. |

What Do I Need?

- Hair Brush with nylon or natural bristles (close bristles)
- Large, covered Hair Elastic
- Nylon Hair Net
 - Nets matching hair colour is available at most drug stores and dollar stores.
- Thick Hair Pins (NOT bobby pins).
 - Hair pins (U-shape) are thicker and will grip more hair.
 - Bobby pins will slide out of your bun.
 - Bobby pins can be used to secure hair net and any loose pieces of hair that do not fit into the ponytail (for shorter hair).
- **Hair Spray** USE SPARINGLY IF AT ALL – NO AEROSOLS PLEASE (We suffocate with the spray!).**
- Hair Gel

How Do I Make the Bun?

1. Brush hair smooth and free of tangles.
2. Pull hair back neatly into a ponytail at the back of the head or higher, using a brush to avoid "lumps and bumps". A tidy pony tail with hair drawn snugly back is the key to making a good ballet bun. Placement of your ponytail determines placement of your bun. Regular ballet buns should be at the middle of the head or higher.
3. Secure ponytail tightly with hair elastic.
4. Use gel as needed to eliminate any "whisps" around the head, smoothing any remaining bumps of hair on the head.
5. Twist the ponytail as you gradually wrap it around the hair elastic, creating a tight, coiled circle, inserting hair pins as you wrap. Be sure that your hair pins contain hair from both the head and the ponytail. This will hold your bun close to your head. Be sure to use plenty of hair pins (12-16 on average). If you use Bunheads hair pins (for sale at the FVAD Shop), you'll need only a few pins.
6. The idea is to have your bun tightly coiled around your elastic and secured to your head.
7. Once you have created your bun, wrap your hair net around it as many times as it will allow for a snug fit.
8. Hold the hair net in place with a few extra bobby pins, and gel any wisps that are remaining.
9. No Bangs please – pin or gel hair off the face.



1. Gather Hair



2. Brush



3. Hair Band



4. Twist Hair



5. Coil Hair



6. Pin



7. Hairnet



8. Flatten (optional)



9. Headpiece if Desired



10. Finished (Backview)

Short Hair

- Short hair must be secured away from the face.
- No hair may be hanging in the face.
- Please use bobby pins to secure any dangling strands of hair.

MAKE-UP APPLICATION

Instructions for Mice, Young Party Girls and Candy Canes

No make-up except for Mice nose & whiskers (see below).

Mouse Noses & Whiskers

Volunteers will do with this at the theatre With a black make-up pencil, draw a triangle (point-down) on the end of the nose and fill it in. Draw three sweeping lines on each cheek for whiskers.

Instructions for Party Girls, Smarties and Soldiers

No make-up. Optional: Loose powder, blush (see below for details).

Instructions for all other Dancers

| | |
|------------------------------|---|
| Foundation (optional) | With a damp sponge, apply pancake foundation over entire face including under the jawbone until skin tone and coloring are even. |
| Loose Powder | With a puff, powder is applied over the face to set the foundation and keep the face from being shiny. |
| Eye Shadow | <ul style="list-style-type: none"> • White or Cream (highlight color) is applied to the eyelids and the area below the brow. • Pink, Rose or Wine (accent color) is applied to the space between the highlight color and eyelashes. • Brown (contour color) is applied to the crease, or the narrow space between the top of the eyelash and the bone above, to give the eyes more depth. <ul style="list-style-type: none"> ○ Use colours in the brown and wine tones for the most natural look ○ Avoid strong blues or greens. ○ All colors should then be blended slightly upward and out to soften the look. |
| Eyeliner (optional) | <p>The liner should be applied on the eyelid above the lashes following as close to the lash line as possible.</p> <ul style="list-style-type: none"> • If using liquid liner, be sure that the eyes stay closed until the liner is dried. • Repeat for the lower lashes. • NOTE—lines need not extend outward past the actual eye. |
| Eyelashes (optional) | Black mascara is applied to both the top and the bottom of the lashes. NO FALSE EYELASHES!! |
| Blush | Apply lightly on the cheekbone (from the apple of the cheek to the hairline). |
| Lip Liner (optional) | <p>Applied to outline the lips so the color does not bleed when applied.</p> <ul style="list-style-type: none"> • Be sure that the liner is applied to the inside of the lip line and not to the outside of the lips. |
| Lipstick (optional) | <p>Generally, the color should be a shade darker than your natural lip color.</p> <ul style="list-style-type: none"> • Once the lip color is applied, blot well with a tissue to remove the excess. • This will help avoid smearing. |
| Tattoos | <p>If a performer has a tattoo that will be visible when in costume, they <u>must</u> let Mrs. Carney know.</p> <ul style="list-style-type: none"> • Make-up will be used to cover it for the performances. • Please remove any fake tattoos or hennas before Production Week. |

NOTES FOR VOLUNTEERS AND DANCERS

When you volunteer, please plan on doing so for at least one dress rehearsal and one performance. This way you are familiar with what goes on. The Nutcracker Volunteers make these performances possible. This is also a great way to be part of your child's theatre experience.

REHEARSAL AND PERFORMANCE VOLUNTEER PROCEDURES

- You will be asked to watch over a certain group of dancers.
- Performers are to arrive with their hair in buns (unless otherwise instructed).
- If any of your dancers need assistance, please help them.
- Check the hair and make-up required before they go on stage. All performers will be responsible for their own hair and make-up, but volunteers will be available to help them.
- Make-up is always put on BEFORE the costumes.
- No food or drink other than water is allowed once costumes are on.
- **Please make sure all dancers have used the bathroom before putting on their costumes.**

WASHROOMS

- Public Washrooms are located in the hallway before the check-in area.
- **Please make sure your child uses the washroom before checking in.**
- Backstage Washrooms are upstairs in Locker Room #1 (Men) and Locker Room #2 (Women).
- The main floor Dressing Rooms in the hallway are not shared areas. Do not use these washrooms unless you are assigned to the dressing room, or have permission from Mrs. Carney.
- Students must be accompanied to the washrooms.
- Students must ask a volunteer before leaving the dressing area for the washrooms so that we are aware where they are at all times, and to send chaperones with them if needed.

CHECK PERFORMERS BEFORE THEIR DANCE – Performers should check each other

- **REMOVE all personal jewelry, hand and foot nail polish. Or it will be removed for you!**
- Check that strings are tucked into ballet shoes.
- Check make-up and hair is neat and pinned, and headdresses are secure.
- Check underwear is not showing below the leotard leg line.
- No sitting in costumes (sitting is only allowed if costume can be raised).
- Snacks may only be eaten outside of the dressing room areas, and out of costume.
- **No one may eat while in costume.**

Performers are required to wait in their dressing areas until called.

- Volunteers will be told when to line up your dancers. Volunteers may need to guide dancers to and from backstage. If so, they will wait for the dancers and return with them to their dressing rooms.
- Performers must be quiet while moving about backstage. Noise travels to the audience from backstage.
- Performers may not wait in the Wings backstage if they are not dancing next.
- Performers in the Wings backstage must always stand behind the taped line. If you can see the audience, they can see you! Do not ruin the magic of the performance by being seen in the Wings.
- When performers are finished, costumes and all pieces must be returned to the dressing room rack on their hanger with all pieces attached. Head-pieces and props return to their table.
- Check the dressing rooms for any litter or misplaced belongings.

PERFORMANCE RECORDINGS

Photos or videos during performances are strictly prohibited.

NO PHOTOGRAPHY

Flash photography is extremely dangerous for dancers

- Flash photography is extremely dangerous for dancers, especially for those on pointe. The flash can cause them to lose their balance which can result in serious injury.
- Apart from the dangers to the dancers, flashes in the dark can be dangerous for people.
- At a previous year's performance, we had an audience member at risk of a seizure due to the continual flashing, and they had to yell out to stop the flashing.
- If you notice someone taking photos or using flash, please ask them to stop or inform theatre staff.

DO NOT VIDEO IN THE THEATRE

This is live theatre, not a sporting event

- The unique experience of a live theatre production such as the Nutcracker comes from absorbing the full atmosphere of the lighting, music, the whole cast, costumes, acting and stage setting as well as the dancing.
- You cannot enjoy the complete performance if your eye is locked on a small square of a camera trying to capture a single shot of one person.
- A room full of light-blue glowing squares is also a distraction to people trying to enjoy a production, and shows up on our own professional video recording.
- **Please be considerate.** 😊

PRODUCTION VIDEO

- A professional videographer will be videoing both Saturday performances.
- Both performances will be available for our families to view on our Vimeo site.

Your continued cooperation is both needed and much appreciated!

Any funds raised from our Nutcracker performances contribute to FVAD Scholarships.

Since 2008, we have provided over \$20,000 each year in financial assistance for our families to keep our students dancing.

Thank you for your support!

PERFORMANCE CAST LIST

Please refer to the Performance Cast list on the Nutcracker page of our website for the latest information.

<http://fvad.ca/nutcracker-2017-performers-information/>

REHEARSAL and PERFORMANCE SCHEDULE

Check the following schedules carefully to ensure you ARRIVE and PICK-UP at the correct time. With over 100 students to rehearse in many roles, it is essential that everyone follows the same schedule.

Please refer to the Production Week Rehearsal Schedules on the Nutcracker Performers page of our website for the latest information.

<http://fvad.ca/nutcracker-2017-performers-information/>

Please take note of which role is in which Act, and who are Act II Leads. This will help you to understand the following schedules.

ACT I Casts:

Young Party Girls, Party Girls, Party Teens, Party Adults, Young Party Boys, Party Boys, Clara, Fritz, Hans, Maid, Mice, Lead Mice, Little Rat Soldiers, Rats, Soldiers, Snow Queen, Snow, Louise, Karl, Drosselmeyer, Nutcracker Prince.

ACT II Casts:

Ocean, Spanish, Little Red Candy Canes, Red Candy Canes, White Candy Canes, Candy Cane Leads, Arabian Lead, Arabian, Chinese Leads, Chinese, Russian Lead, Russian, Smarties, Flowers, Clara, Fritz, Maid, Nutcracker Cavalier, Sugar Plum Fairy, Clara, Fritz, Drosselmeyer, Louise, Mrs. Stahlbalm.

Act II Leads:

Candy Cane Leads, Princess of the Ocean, Arabian Lead, Clara, Fritz, Chinese Leads, Russian Lead, Maid, Nutcracker Cavalier, Sugar Plum Fairy

WHO CAN ATTEND THEATRE REHEARSALS...

- Due to the number of people involved and the limited time to accomplish everything, Clarke Theatre dress rehearsals are closed to anyone other than staff, volunteers and dancers.
- The theatre will not be open for access, except for the backstage area for the dancers, volunteers and parents dropping off and collecting their children.

Please do not bring friends, siblings or relatives to theatre dress rehearsals or backstage at any time. There is no space to accommodate additional people.

We do need the auditorium to be silent while dress rehearsals are running.

ALWAYS HAVE YOUR BALLET UNIFORM AT EACH REHEARSAL

Saturday, December 2nd

Dress Rehearsals for Act II Cast at FVAD

| FVAD STUDIO – FULL ACT DRESS REHEARSALS | | |
|--|--|---|
| Sat, Dec 2, 2017 | Studio A/B | NOTES |
| 2:00pm – 3:30pm | Snow and Flowers Rehearsal | |
| 2:45pm – 3:30pm | Act II Leads - Warm-up (if not in Snow/Flowers) | (Arrive at 2:45pm for warm up at 3:00pm) No costumes or make-up. |
| 3:15pm - 4:15pm | Saturday Matinee Cast – Act II (<i>Ocean, Candy Canes, Spanish, Russian, Chinese, Smarties, Arabian, Flowers, Clara, Fritz, Maid</i>) | Girls change into costume in Studio A. Boys change in upstairs change-room. Rehearsals begin in Studio B at 3:30pm. No make-up yet please. |
| 4:30pm - 5:30pm | Saturday Evening Cast – Act II (<i>Ocean, Candy Canes, Spanish, Russian, Chinese, Smarties, Arabian, Flowers, Clara, Fritz, Maid</i>) | Girls change into costume in Studio A. Boys change in upstairs change-room. Rehearsals begin in Studio B at 4:45pm. No make-up yet please. No Little Red Candy Canes |

Sunday, December 3rd

Dress Rehearsals for Act I Cast at FVAD

| Sun, Dec 3, 2017 | Studio A/B | NOTES |
|--------------------------|--|---|
| 11:45am - 12:30pm | Saturday Matinee - Snow, Clara - Warm-up | |
| 12:30pm - 2:00pm | Saturday Matinee Cast - Act I (<i>Party Adults, Party Teens, Party Girls & Boys, Young Party Girls & Boys, Rats, Soldiers, Clara, Maid</i>) | Girls change into costume in Studio A. Boys change in upstairs change-room. Rehearsals begin in Studio B at 12:45pm. No make-up yet please. |
| 12:45pm - 1:45pm | Saturday Matinee Cast - Act I (<i>Mice & Little Rat Soldiers</i>) | Mice & Little Rat Soldiers arrive shortly after the full cast so the dressing areas are less busy. |
| 2:30pm - 3:00pm | Saturday Evening Cast - Snow Warm-up | Warm-up in Studio C for Evening Snow who haven't just completed Saturday Matinee Act I |
| 2:15pm - 3:45pm | Saturday Evening Cast - Act I (<i>Party Adults, Party Teens, Party Girls & Boys, Young Party Girls & Boys, Rats, Soldiers, Clara, Maid</i>) | Girls change into costume in Studio A. Boys change in upstairs change-room. Rehearsals begin in Studio B at 2:30pm. No make-up yet please. No Mice or Little Rat Soldiers. |

Monday, December 4th – Tuesday, December 5th - Wednesday, December 6th

Dress Rehearsals daily Mon-Tue-Wed at FVAD

Dress for ballet class. Costumes will only be worn for quick-changes.

Please arrive on time. No make-up.

| Rehearsal | Arrive | Pickup | Where | Details |
|---|--------|--------|-------|---|
| Pre-Professional Academy | 12:45 | | FVAD | PPA Classes as usual 1pm-3:30pm |
| Snow + Act II Leads Warm-up | 3:15pm | | FVAD | All Snow & Act II Leads warm-up. <i>Please arrive in time to warm up and be prepared for class at 3:30 sharp. No Make-up.</i> |
| Saturday Matinee 1pm show Act I Rehearsal MICE attend 4:00-4:45pm | 3:45pm | 5:00pm | FVAD | Mice arrive shortly after the main rehearsal begins so the dressing rooms are empty. Mice do not rehearse again with the evening cast |
| Saturday Matinee 1pm show Act II Rehearsal | 4:45pm | 6:00pm | FVAD | |
| Saturday Evening 5pm show Act I Rehearsal No MICE or LITTLE RAT SOLDIERS | 6:00pm | 7:15pm | FVAD | No Mice or Little Rat Soldiers needed at the Evening rehearsal. |
| Saturday Evening 5pm show Act II Rehearsal No LITTLE CANDY CANES | 7:00pm | 8:00pm | FVAD | No Little Candy Canes needed at the Evening rehearsal. |
| PREPARE FOR THEATRE Wednesday Only | 8:00pm | 8:30pm | FVAD | Volunteers to roll the marley floors and prepare Studio A for morning transport to Theatre. |

Act I Roles: Young Party Girls & Boys, Party Girls & Boys, Teens, Party Adults, Clara, Fritz, Maid, Mice, Little Rat Soldiers, Rats, Soldiers, Snow

Act II Roles: Ocean, Spanish, Candy Canes, Arabian, Chinese, Russian, Smarties, Flowers, Clara, Fritz, Maid, Sugar Plum

Act II Leads: Candy Cane Leads, Princess of Ocean, Arabian Lead, Clara, Fritz, Chinese Leads, Russian Lead, Maid, Sugar Plum

Thursday, December 7th - Dress Rehearsal for Saturday 1pm Cast

CLARKE THEATRE

**Please arrive on time with hair done.
Clean Tights and Shoes!**

**Check your dance bags for all required supplies.
Understudies please attend rehearsals too.**

| Rehearsal | Arrive | Pickup | Where | Details |
|---|---------|---------|----------------|---|
| Costume-Prop Load-in | 10:00am | 10:30am | Clarke Theatre | Load truck with barres, costume racks, props to take to Clarke Theatre. |
| Technical Setup – NO DANCERS | 10:30am | 3:30pm | Clarke Theatre | Mr. & Mrs. Carney / Theatre Crew ONLY |
| CREW BREAK | 3:30pm | 4:00pm | Clarke Theatre | No students until after 4pm. |
| Snow + Leads Warm-up on Stage | 4:15pm | | Clarke Theatre | Warm-up on stage at 4:30pm. No make-up until after warm-up class. |
| Saturday Matinee 1pm show Act I Rehearsal => MICE attend 5:00–6:00pm | 4:45pm | 6:00pm | Clarke Theatre | Dancers need to be in costume and prepared for the stage 15 minutes after arriving. |
| Saturday Matinee 1pm show Act II Rehearsal | 6:00pm | 7:15pm | Clarke Theatre | Dancers need to be in costume and prepared for the stage 15 minutes after arriving. Little Candy Canes attend this rehearsal too! |

Act I Roles: Young Party Girls & Boys, Party Girls & Boys, Teens, Party Adults, Clara, Fritz, Maid, Mice, Little Rat Soldiers, Rats, Soldiers, Snow

Act II Roles: Ocean, Spanish, Candy Canes, Arabian, Chinese, Russian, Smarties, Flowers, Clara, Fritz, Maid, Sugar Plum

Act II Leads: Candy Cane Leads, Princess of Ocean, Arabian Lead, Clara, Fritz, Chinese Leads, Russian Lead, Maid, Sugar Plum

Friday, December 8th – DRESS REHEARSAL for Saturday 5pm Cast

CLARKE THEATRE

**Please arrive on time with hair done.
Clean Tights and Shoes!**

**Check your dance bags for all required supplies.
Understudies please attend rehearsals too.**

| Rehearsal | Arrive | Pickup | Where | Details |
|---|--------|--------|----------------|---|
| Snow + Leads Warm-up | 4:15pm | | Clarke Theatre | Warm-up on stage at 4:30pm. No make-up until after warm-up class. |
| Saturday Evening 5pm show Act I Rehearsal => Mice: 5:00-6:00pm | 4:45pm | 6:00pm | Clarke Theatre | Dancers need to be in costume and prepared for the stage 15 minutes after arriving. |
| Saturday Evening 5pm show Act II Rehearsal | 6:00pm | 7:15pm | Clarke Theatre | Dancers need to be in costume and prepared for the stage 15 minutes after arriving. Little Candy Canes attend this rehearsal too! |

Saturday, December 9th – MATINEE (1pm) PERFORMANCE

CLARKE THEATRE

| Rehearsal | Arrive | Pickup | Where | Details |
|--|---------|--------|----------------|---|
| Snow + Leads Warm-up | 11:30am | | Clarke Theatre | Warm-up on stage at 11:45am. No make-up until after warm-up class. |
| Saturday Matinee 1pm show CAST ARRIVAL => Mice: arrive 12:30pm | 12:00pm | | Clarke Theatre | All Saturday Matinee cast backstage with hair and make-up done. |
| PERFORMANCE – Act I | 1:00pm | 1:45pm | | |
| INTERMISSION | 1:45pm | 2:00pm | | If dancers are not in Act II, they may be collected at the interval at 1:45pm, or wait backstage |
| PERFORMANCE – Act II | 2:00pm | 2:45pm | | |
| COLLECT YOUR DANCER | 2:45pm | 4:00pm | Clarke Theatre | MICE, LITTLE RAT SOLDIERS, CANDY CANES AND YOUNG PARTY GIRLS may not remain unattended at the theatre between shows. Thank you! |

Saturday, December 9th – EVENING (5pm) PERFORMANCE

CLARKE THEATRE

| Rehearsal | Arrive | Pickup | Where | Details |
|---|--------|--------|----------------|--|
| Snow + Leads Warm-up | 3:45pm | | Clarke Theatre | Warm-up on stage at 4:00pm. No make-up until after warm-up class. |
| Saturday Evening 5pm show CAST ARRIVAL => Mice: arrive 4:30pm | 4:00pm | | Clarke Theatre | All Saturday Evening cast backstage with hair and make-up done. |
| PERFORMANCE– Act I | 5:00pm | 5:45pm | | |
| INTERMISSION | 5:45pm | 6:00pm | | If dancers are not in Act II, they may be collected at the interval at 5:45pm, or wait backstage |
| PERFORMANCE – Act II | 6:00pm | 6:45pm | | |
| COLLECT YOUR DANCER! | 6:45pm | 7:00pm | Clarke Theatre | PLEASE DON'T BE LATE COLLECTING YOUR DANCER. 😊 |
| Load-out - Costumes & Props | 6:45pm | 7:45pm | Clarke Theatre | All hands on deck. 😊 Volunteers are appreciated! |

Act I Roles: Young Party Girls & Boys, Party Girls & Boys, Teens, Party Adults, Clara, Fritz, Maid, Mice, Little Rat Soldiers, Rats, Soldiers, Snow

Act II Roles: Ocean, Spanish, Candy Canes, Arabian, Chinese, Russian, Smarties, Flowers, Clara, Fritz, Maid, Sugar Plum

Act II Leads: Candy Cane Leads, Princess of Ocean, Arabian Lead, Clara, Fritz, Chinese Leads, Russian Lead, Maid, Sugar Plum

PHONE NUMBERS

FVAD Office 604-826-0097
Clarke Theatre 604-820-3961
Mrs. Carney 604-751-3981 (cell)

MAP TO CLARKE THEATRE

