

# Fraser Valley Academy of Dance

## The Nutcracker 2019



### Handbook for Parents, Performers and Volunteers

Everything you need to know for the Nutcracker production

**PLEASE READ CAREFULLY!**

(Last Updated October 14, 2019)

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

**FVAD**  
FRASER VALLEY  
ACADEMY OF DANCE

YOU BELONG HERE

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# IMPORTANT INFORMATION

## DATES FOR YOUR CALENDAR

- Production Week: November 30 to December 7
- **THERE ARE NO CLASSES Monday, Dec 2, to Saturday, Dec 7**

When	What	Where
Sat Nov 30	Dress Rehearsals for Act II Cast	FVAD
Sun Dec 1	Dress Rehearsals for Act I Cast	FVAD
Mon Dec 2	Rehearsals for all casts	FVAD
Tue Dec 3	Rehearsals for all casts	FVAD
Wed Dec 4	Rehearsals for all casts	FVAD
Thu Dec 5	Dress Rehearsals for Matinee cast	Clarke Theatre
Fri Dec 6	Dress Rehearsals for Evening cast	Clarke Theatre
Sat Dec 7	Matinee Performance (2pm show)	Clarke Theatre
Sat Dec 7	Evening Performance (7pm show)	Clarke Theatre

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

## PARTICIPATION

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

## REHEARSALS

- Performers 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 our website <https://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 might not be received until 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 through your school account to our 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.
- **Performers 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 and on stage 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. Carolyne 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, to do 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. Check-in volunteers will only sign in performers and volunteers on their lists. Parents may escort younger children into the dressing area, but will need to 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!**

# THEATRE RULES

## All performers 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).
- **Performers are not to enter the theatre through the seating area or backdoors.**
- No one will be allowed backstage except performers, 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 performers arrive and depart the theatre on time!

## Only Performers, 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.

- **REMOVE ALL JEWELRY** - 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 performer may leave the backstage area once in costume.

- To maintain the magic of a production, audience members should only see costumed performers 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. Please take your photos before or afterwards.
- Performers should always remove stage makeup before leaving the backstage area.

## DRESSING ROOM ASSIGNMENTS

- **Performers 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.

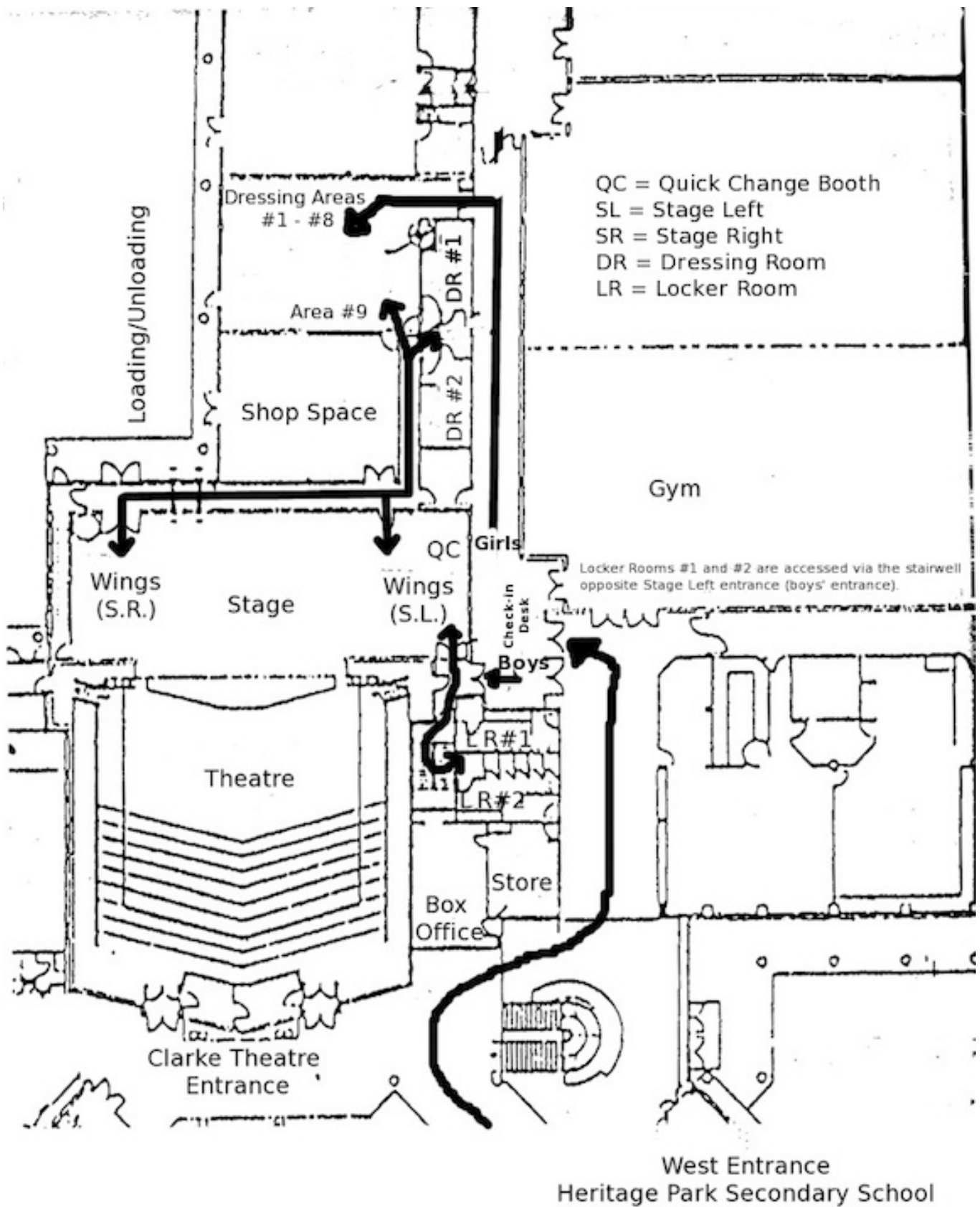
**DO NOT ENTER THE BACKSTAGE AREA THROUGH THE THEATRE AUDITORIUM.**

- **Female performers 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 performers 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. Performers should remain near their assigned dressing areas until called. Please be considerate of 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 (may change in Locker Room#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 Adult Males / Boys' Washroom	Boys' Washroom
Locker Room #2	Party Adult Females / Girls' Washroom	Girls' Washroom
Dressing Room #1	Mr. Carney + ballet boys	Mr. Carney + ballet boys
Dressing Room #2	Guest Artists	Guest Artists

# BACKSTAGE MAP



# DRESSING ROOM SUPPLIES

## Performers 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.

## Performers 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?

Performers 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 always 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

Put your 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 or any dancewear store)

## Footwear requirements for each 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>Beige character shoes 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 Ballet Slippers	Ballet Pink tights Second Skins

### 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	Large bow around the bun, bow at the top.
Teen Party Girls	Regular Ballet Bun	Ribbon to match dress	Large bow 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 other performers 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 on elastics	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	Elastic wraps around bun; bow on top
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 Bow	Bow on elastic under bun
Chinese Lead (girls)	Regular Ballet Bun	Red Ribbon Bow	Bow on elastic 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	Flower on elastic at top-side of bun.

**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 Gel
- Hair Spray\*\* USE SPARINGLY IF NEEDED – **NO AEROSOLS PLEASE** (We suffocate with the spray!!).

## 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 Performers

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

# NOTES FOR VOLUNTEERS AND PERFORMERS

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 performers.
- Performers are to arrive with their hair in buns (unless otherwise instructed).
- If any of your performers 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 performers 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 performers. Volunteers may need to guide performers to and from back-stage. If so, they will wait for the performers 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 FLASH 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.
- Flashes in the dark can be dangerous for people. At a previous year's performance, an audience member risked a seizure due to the continual flashing.
- If you notice someone taking photos with 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 after the shows to view free on our Vimeo site.

**Your continued cooperation is both needed and much appreciated!**

**All funds raised from our performances and shop sales 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-2019-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 and in this handbook.

<http://fvad.ca/nutcracker-2019-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.

### WHICH ROLES ARE IN WHICH ACT...

**Act I Roles:** 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 Roles:** 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, Hans, Maid, Nutcracker Cavalier, Sugar Plum Fairy, Drosselmeyer, Louise, Mrs. Stahlbalm

**Act II Leads:** Candy Cane Leads, Princess of the Ocean, Arabian Lead, Clara, Fritz, Hans, 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 performers.
- The theatre will not be open for access, except for the backstage area for the performers, 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 need the auditorium to be silent while dress rehearsals are running.

**ALWAYS HAVE YOUR BALLET UNIFORM AT EACH REHEARSAL**

**Saturday, November 30**

**Dress Rehearsals for Act II Cast at FVAD**

<b>FVAD STUDIO – FULL ACT DRESS REHEARSALS</b>		
<b>Sat, Nov 30, 2019</b>	<b>Studio B</b>	<b>NOTES</b>
<b>2:00pm - 3:00pm</b>	Snow and Flowers Rehearsal	Warm up first, if not in Sr Choreography Class
<b>2:45pm - 3:30pm</b>	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.
<b>3:15pm - 4:15pm</b>	<b>Saturday Matinee - Act II Cast</b>  (Ocean, Candy Canes, Spanish, Russian, Chinese, Smarties, Arabian, Flowers, Clara, Fritz, Hans, Maid)	Cast arrive at 3:15pm - costumes in Studio A. Rehearsals begin in Studio B at 3:30pm. No make-up yet please.
<b>4:30pm - 5:30pm</b>	<b>Saturday Evening - Act II Cast</b>  (Ocean, Candy Canes, Spanish, Russian, Chinese, Smarties, Arabian, Flowers, Clara, Fritz, Hans, Maid)	Cast arrive at 4:30pm - costumes in Studio A Rehearsals begin in Studio B at 4:45pm. No make-up yet please.

**Sunday, December 1**

**Dress Rehearsals for Act I Cast at FVAD**

<b>Sun, Dec 1, 2019</b>	<b>Studio B</b>	<b>NOTES</b>
<b>11:45am - 12:30pm</b>	Saturday Matinee - Snow, Clara - Warm-up	
<b>12:30pm - 2:00pm</b>	<b>Saturday Matinee - Act I Cast</b>  (Party Adults, Party Teens, Party Girls & Boys, Young Party Girls & Boys, Rats, Soldiers, Clara, Fritz, Hans, Maid, Snow)	Cast arrives 12:30pm - costumes in Studio A Rehearsals begin in Studio B at 12:45pm. No make-up yet please.
<b>12:45pm - 1:45pm</b>	<b>Act I - Mice &amp; Little Rat Soldiers</b>	<b>All MICE in both casts attend here</b>  Mice arrive shortly after the full cast when the dressing areas are less busy. All Mice rehearse here for both the Evening and Matinee casts.
<b>2:30pm - 3:00pm</b>	Saturday Evening - Snow Warm-up	Warm-up in Studio C for Evening Snow who haven't just completed Matinee Act I
<b>2:15pm - 3:45pm</b>	<b>Saturday Evening - Act I Cast</b>  (Party Adults, Party Teens, Party Girls+Boys, Young Party Girls+Boys, Rats, Soldiers, Clara, Fritz, Hans, Maid, Snow)	<b>NO MICE OR LITTLE RAT SOLDIERS</b>  Cast arrives 2:15pm for costumes in Studio A Rehearsals begin in Studio B at 2:30pm. No make-up yet please. No Mice.

Monday, Dec 2 + Tuesday, Dec 3 + Wednesday, Dec 4

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.

Mon-Tue-Wed	FVAD STUDIO - PRODUCTION WEEK REHEARSALS - NO CLASSES THIS WEEK	
3:15pm - 4:00pm	Snow and Act II Leads - Warm-up	
3:45pm - 5:00pm	<p><b>Saturday Matinee - Act I Cast</b></p> <p>(Party Adults, Party Teens, Party Girls+Boys, Young Party Girls+Boys, Rats, Soldiers, Clara, Fritz, Hans, Maid, Snow)</p>	Dress for Ballet Class. Costumes will only be worn for quick-changes and if any issues arise at the weekend's dress rehearsals.
4:00pm - 4:45pm	<p><b>ALL MICE (both casts)</b></p>	<p><b>All MICE in both casts attend here</b></p> <p>Mice arrive shortly after the full cast when the dressing areas are less busy. All Mice rehearse here for both the Evening and Matinee casts.</p>
4:45pm - 6:00pm	<p><b>Saturday Matinee - Act II Cast</b></p> <p>(Ocean, Candy Canes**, Spanish, Russian, Chinese, Smarties, Arabian, Flowers, Clara, Fritz, Hans, Maid)</p>	<p><b>**All LITTLE RED CANDY CANES in both casts attend</b></p>
5:45 - 6:00pm	<p><b>Dinner Break</b></p>	Dinner Break for those in both casts.
6:00pm - 7:15pm	<p><b>Saturday Evening - Act I Cast</b></p> <p>(Party Adults, Party Teens, Party Girls+Boys, Young Party Girls+Boys, Rats, Soldiers, Clara, Fritz, Hans, Maid, Snow)</p>	<p><b>NO MICE</b></p>
7:00pm - 8:00pm	<p><b>Saturday Evening - Act II Cast</b></p> <p>(Ocean, Candy Canes***, Spanish, Russian, Chinese, Smarties, Arabian, Flowers, Clara, Fritz, Hans, Maid)</p>	<p><b>***NO LITTLE RED CANDY CANES</b></p>
8:00pm - 8:30pm	<p><b>Prepare for Theatre Load-in</b></p> <p><b>WEDNESDAY ONLY</b></p>	<p>Volunteers to roll the marley floors. Prepare Studio A for morning transport to Theatre. Floors taken to theatre tonight.</p>

**Thursday, December 5 - CLARKE THEATRE**

**Dress Rehearsal for Saturday Matinee (2pm) Cast**

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

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

Thu, Dec 5, 2019		CLARKE THEATRE - DRESS REHEARSALS - MATINEE CAST – 2pm Performance
9:00am - 10:00am	Costumes & Props to Truck	<b>Volunteers are needed to load/unload the truck</b>
10:00am - 3:30pm	Technical Setup	Only staff and crew may be in the theatre before 4pm. Students may not be in dressing areas before 3:30pm.
3:30pm - 4:00pm	Crew Break	
4:15pm - 5:00pm	Snow and Act II Leads - Warm-up	Warm-up on stage at 4:30pm. <b>No make-up until after warm-up class.</b>
4:45pm - 6:00pm	Saturday Matinee - Act I - All Cast (except Mice who arrive 5pm)	Performers need to be in costume and prepared for the stage by 5pm.
5:00pm - 6:00pm	Saturday Matinee - Mice	Mice arrive shortly after the full cast so the dressing areas are less busy for them.
6:00pm - 7:15pm	Saturday Matinee - Act II - All Cast	Performers need to be in costume and prepared for the stage by 6:15pm. <i>Note: Little Candy Canes in the 2pm performance attend this rehearsal</i>

**Friday, December 6 – CLARKE THEATRE**

**Dress Rehearsal for Saturday Evening (7pm) Cast**

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

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

Fri, Dec 6, 2019		CLARKE THEATRE - DRESS REHEARSALS - EVENING CAST – 7pm Performance
	Staff and Crew Technical	Students may not be in dressing areas before 3:30pm.
4:15pm - 5:00pm	Snow and Act II Leads - Warm-up	Warm-up on stage at 4:30pm. <b>No make-up until after warm-up class.</b>
4:45pm - 6:00pm	Saturday Evening - Act I - All Cast (except Mice who arrive 5pm)	Performers need to be in costume and prepared for the stage by 5pm.
5:00pm - 6:00pm	Saturday Evening - Mice	Mice arrive shortly after the full cast so the dressing areas are less busy for them.
6:00pm - 7:15pm	Saturday Evening - Act II - All Cast	Performers need to be in costume and prepared for the stage by 6:15pm. <i>Note: Little Candy Canes in the 7pm performance attend this rehearsal</i>

Saturday, December 7 – MATINEE (2pm) PERFORMANCE

CLARKE THEATRE

Sat, Dec 7, 2019	CLARKE THEATRE - SATURDAY MATINEE PERFORMANCE - 2pm	
12:45 - 1:15pm	Snow and Act II Leads - Warm-up	Warm-up on stage 12:45pm <b>No make-up until after warm-up class.</b>
1:00pm	Saturday Matinee - Cast Arrival	<b>All Saturday Matinee cast must be backstage in costume with hair and make-up done by 1:30pm</b>
1:30pm	Saturday Matinee - Cast Arrival - Mice	Mice arrive later than the main cast so they have less time to wait backstage.
2:00pm - 2:45pm	Saturday Matinee - Performance - Act I	Mice can be collected at intermission to watch Act 2 sat on laps, or can watch on the dressing area monitors.
3:00pm - 3:45pm	Saturday Matinee - Performance - Act II	<b>Collect your Performer!</b>
4:00pm - 6:00pm	Meal break for Students in Evening Cast	Evening cast returns at 6pm (5:45 warm-up for Snow) <b>STUDENTS MAY NOT REMAIN AT THE THEATRE BETWEEN SHOWS</b>  Thank you!

Saturday, December 7 – EVENING (7pm) PERFORMANCE

CLARKE THEATRE

Sat, Dec 7, 2019	CLARKE THEATRE - SATURDAY EVENING PERFORMANCE - 7pm	
5:45pm - 6:15pm	Snow and Act II Leads - Warm-up	Warm-up on stage 5:45pm <b>No make-up until after warm-up class.</b>
6:00pm	Saturday Evening - Cast Arrival	<b>All Saturday Evening cast must be backstage in costume with hair and make-up done by 6:30pm</b>
6:30pm	Saturday Evening - Cast Arrival - Mice	Mice arrive later than the main cast so they have less time to wait backstage.
7:00pm - 7:45pm	Saturday Evening - Performance - Act I	Mice can be collected at intermission to watch Act 2 sat on laps, or will watch on the dressing area monitors.
8:00pm - 8:45pm	Saturday Evening - Performance - Act II	<b>Collect your Performer!</b>
8:45pm - 9:45pm	Load-out - Costumes/Props to Truck All back to FVAD	<b>Volunteers are needed to roll the marley floors and load/unload the truck</b>

## PHONE NUMBERS

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

## MAP TO CLARKE THEATRE

