

CENTRAL WEST BALLET NUTCRACKER 2024 HANDBOOK

PLEASE PRINT ALL DOCUMENTS IN COLOR

Welcome to Nutcracker! Everything you will need to know is in this Handbook. You and your child will be impeccably prepared and your child will look wonderful on stage. Encourage your child to inform you of any changes, ask your child about extra notes, handouts, or announcements after each rehearsal. Please access the website regularly to check for changes and updates. Changes will be posted on the main page and then you can go into the specific pages for complete details.

It is important to understand that all scheduled studio rehearsals, costume fittings, make-up and hair seminars, theatre rehearsals and performances will need to take priority over other activities. After reading through the rehearsal schedule, if you feel or anticipate your family cannot fulfill their Nutcracker commitment, please notify us immediately so we may have time to contact another dance family from our wait list.

It is a privilege and honor to be a part of a professional production and we want it to be an exciting and memorable experience for everyone involved.

How to Use the Online Handbook

Please read all sections carefully. Read and reread, paying careful attention to the sections pertaining to your child's role.

Read the entire Handbook again before emailing with questions; the answer to any question will likely be in the handbook.

How to Navigate the Handbook: Each of the 2 pages below have a **Table of Contents**. You may click on each title to be taken to that topic page. Each page contains links on the top right to take you back to **Parents Information Quick Links** or the **Handbook Table of Contents**.

CWB NUTCRACKER PARENT’S INFORMATION LINKS - 2024

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Handbook

Terms Used in the Handbook and in the Schedules (Pages 2 to 4)

CWB Office: 5039 Pentecost Dr., Suite A
 Rolle Studio: 5039 Pentecost Dr., Suite B1
 Robbins Studio: 5039 Pentecost Dr. (next to Safelite Auto Glass)
 Rose Studio: 5039 Pentecost Dr. Suite B2

- **1st Mandatory in-person Parent Meeting:** Saturday, September 7, Robbins Studio, 3:00-4:00pm
- **Volunteer sign-up lists will be accessed online:** Beginning Sunday, October 6. You will be sent a link.
- **2nd mandatory Parent Meetings:** Parents who signed up to help backstage **are required** to attend this meeting.
 - Cast A & B: Act 1 volunteer parent meeting: **Saturday, Nov 9**, 1:00-2:00pm, Office/Suite A
 - Cast A: Act 2 volunteer parent meeting: **Monday, Nov 18**, 6:30-7:15pm, Office/Suite A
 - Cast B: Act 2 volunteer parent meeting: **Tuesday, Nov 19**, 6:30-7:15pm, Office/Suite A

DIRECTORS Artistic: René Daveluy, **Rehearsal:** Leslie Larson, **Costume:** Rocky Valleau, **Security Check in-out/Online Schedule:** Melanie Hildebrandt, **Room Supervisors:** Diana Poncini, Devon Fasani, **Sugarplum Party:** Heather Sevo, **Boutique:** Cary Dodge and Christina Hosaka

MODESTO Gallo Center for the Arts (GCA): 24-hour Security The building where staging, dress rehearsals and performances will be. **It is located at 1000 “I” Street (between 10th and 11th).** All performers enter from 11th Street via the walkway to the *Stage Door* entrance. The walkway is a safe back entrance to the theatre, well lit at night and monitored 24 hours a day with security cameras. You will see *Stage Door* at the entryway and additional CWB signage on the double doors.

MODESTO Drop Off and Pick Up at Stage Door / GCA Policy: The Security Guard’s Station is located just inside the entrance. A Guard is there for all of CWB’s rehearsals and performances to ensure the safety of the performers. This door is the only access to the theatre for the performers in Nutcracker. This door is the official drop off and pick up location for parents. Drop off and pick up is conducted **outside this door in the walkway**. **PARENTS WILL NOT BE ALLOWED TO ENTER THROUGH THIS DOOR.** Thus, no one is allowed to accompany their child inside except *Helping Moms* who have signed up (online) to assist in the dressing rooms. All areas inside Gallo are restricted. For pick up, parents must wait **outside the Stage Door** for notification that their dancer is ready for pick up. All dancers will wait inside the building for their pick up at the Guard’s station. No dancer is allowed to wait alone or outside or leave without checking out with a CWB supervisor.

TRACY Grand Theatre for the Arts, Tracy CA / Stage Door: The building where rehearsals and performances will be. The theatre is located at 715 N. Central Avenue. The *Stage Door* entrance is accessed on 7th Street, just off Central Avenue. This is the only access point for the performers to enter the building. Drop off and pick up will be done **outside**. Parents are not allowed inside. Parents will wait outside the *Stage Door* for notification that their dancer is ready for pick up. All dancers will wait for their pick up at the *Stage Door*. No dancer is allowed to leave without checking out with a CWB supervisor. At both locations, CWB Staff must visibly see a parent/guardian in order for your child to be released. **Load-In, Load-Out Parent Volunteers:** Use the *Stage Door* entrance (same info as above)

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Kids Call All children performing roles are *called* to the theatre at a specific time before a staging, spacing, dress rehearsal or performance. Please arrive precisely at the *call time*, not too early and never late. CWB supervision will begin at this time too.

Parent Contracts An agreement you sign that states that you and your child will commit to attending all mandatory parent meetings, children's rehearsals, performances, hair/make-up seminars and costume fittings on time and prepared. And to abide by all of the policies and procedures in the Handbook. Failure to comply is grounds for penalty or dismissal. Parent Contracts are in the back of your Handbook. Please sign your contracts, return and pay your \$25.00 participation fee (per child) at the **Mandatory Parent Meeting, Saturday, September 7, 3:00-4:00pm.**

Casting Children are placed in Tracy, Cast A, Cast B, or a combination. All casts are equal.

Role The specific part a performer is assigned at the audition. All casting is final.

Studio Locations CWB has three studios: Rolle Studio, Robbins Studio and Rose Studio.

Studio Rehearsals All rehearsals are mandatory and fundamental to the success of the production. Rehearsals are a required portion of your Nutcracker commitment. A missed rehearsal affects the entire cast and the ability to teach and perfect the choreography.

All Performers The first **4 consecutive rehearsals** are mandatory and must be attended, before you are allowed to submit a form, asking for one excused rehearsal off.

Clara & Party Girls The first **6 consecutive rehearsals** on your rehearsal schedule before you are allowed to submit a form, asking for one rehearsal off.

Once your rehearsal requirement is met, a parent is allowed to submit **an authorized excused absence form** for consideration by the Artistic Director, however, approval is not guaranteed. An excused absence can only be taken for a studio rehearsal. All costume fittings, staging, dress rehearsals, school and regular performances are **mandatory**. Forms will be available online.

PARENTS Absences are not allowed between 11/25-12/22

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Costume Fitting Policies

Fittings are mandatory

Absolutely **no photo, video or device recordings** are to be taken at fittings

All fittings occur at the CWB Office, Suite A

Boys will be fitted over their street clothes in Party Boy attire

Male Party Scene Parents & Nephew will be fitted at Rossini's Menswear

Girls should wear a camisole leotard for fittings

Mothers/Parents **do not attend** costume fittings. Please **drop off** your child at the Office.

Everything you will need to know about headpieces and costuming will be explained at the Volunteer Parent Meeting later in the season. (see Handbook for meeting dates)

Dressing Room Duties Include taking inventory at the beginning of each shift, ensuring that all pieces of the costume and headpieces are located and ready to be assembled for each performer, costuming **ALL** children in your room, laundering part or all of the costume **post** rehearsal and performance and folding and hanging garments.

Save these Dates! Each date listed below is your dancer's very 1st day at the theatre. The 1st day cannot be missed. If your dancer misses their 1st rehearsal day we will have no choice but to dismiss them from the production.

• Tracy Cast: 1st Staging/Spacing Monday, December 2 (page 8, rehearsal schedule)

• Gallo A & B: 1st Staging/Spacing Sunday, December 8 (page 9 & 10, rehearsal schedule)

What is a Staging/Spacing Rehearsal A rehearsal onstage in practice clothes, without theatre make-up and hair, costumes and lights

- All performers are required to be at the theatre to space through their dances
- Specific times are posted in your rehearsal schedule (Tracy page 8) (Gallo page 9)
- Arrive in practice clothes, no theatrical hair or make-up on this day
- **Parents are only allowed just inside the Stage Door to check their child in/out**
- Dressing rooms are not available
- Dancers are escorted into the theatre and seated with their group until they are called onstage for their spacing.
- Our goal is to stay on schedule, however, if dancers need more practice time, we will notify you if we go overtime.

What is a Dress Rehearsal A full stage rehearsal with lighting, required hair style, theatre make-up, costume, headpiece and accessories

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Four L's for Parents & Parent Password Access

Label. Mark all clothing, ballet slippers, tights, containers and make-up with your child's name and phone number. Neither CWB nor the theatre is responsible for lost or misplaced belongings.

Leave Early. Arrive on time to rehearsals and performances. Be prepared to wait with your child until the *Kids Call* time outside the *Stage Door*. Dress your kids in warm clothes and hats and have an umbrella on hand for inclement weather.

Look. Please look before you email. Look in the Handbook or Rehearsal Schedule first. Most of your answers will be found here.

Luck. Aren't we lucky to be here? With regard to casting, much thought went into each part from the biggest Mouse to the tiniest Bonbon. Every cast member has been put where they will compliment this year's Nutcracker best.

Seek one of our parent supervisors if you need immediate assistance.

Please do not interrupt the Artistic Staff, especially if the rehearsal has already started.

Please do not call the office, your best chance at connecting with a CWB staff member is through the same email you have received your correspondence through.

Rehearsal and Performance information is listed in the Handbook. Look frequently on the website address below.

www.centralwestballet.org

Online Parent Access: password: dewdrop24

(password is case sensitive, all letters are in low case with no spaces)

Remember this is a professional production!

Thank you for your participation!

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Gallo Center for the Arts (GCA) Restricted Areas

The Security Guard and all Gallo Personnel have the authority to impose and regulate their policies and procedures upon us. They have full jurisdiction in every area of the theatre both inside and out. If you are approached or your child is approached by a Gallo employee, please be agreeable and follow their instruction, as you are now representing Central West Ballet and our reputation with the theatre.

Parking Restrictions Parents who sign up for backstage or load-in/load-out help may not park directly behind the theatre in the loading dock area. Your vehicle will be towed. Use street parking or a parking garage for extended parking time.

Inside Theatre Parents are not allowed access inside the backstage area, however, if a dancer experiences any type of medical emergency access will be granted swiftly and immediately.

Greeting Family and Guests After a performance, family and guests will wait outside the Stage Door. To visit family/guests in the Lobby, parents and performers are to walk outside and around the building.

No photos or recording devices in the main dressing room hallway Personal photos must be taken **inside** the performer's dressing room prior to and after dress rehearsals only. We do not allow photos on performance days. If you are not signed up backstage, please send a camera with your child and a helping mom can snap some pictures. Dressing room parents are not allowed to move siblings or friends from room to room to take photos with other siblings or friends. All children are required to stay with their assigned group at all times. **This is STRICTLY ENFORCED.**

FACEBOOK / Social Media Restrictions

ABSOLUTELY NO PHOTOS OR VIDEOS ARE TO BE SHARED AND/OR POSTED ON ANY PERSONAL OR SOCIAL MEDIA PRIOR TO FRIDAY, DECEMBER 6 FOR TRACY & FRIDAY, DECEMBER 13 for GALLO

IF A VIDEO DOES GET POSTED ON ANY PERSONAL OR SOCIAL MEDIA IT WILL RESULT IN THE IMMEDIATE DISMISSAL OF THE PERFORMER

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Pick Up and Drop Off

- Tracy Grand Theatre Center for the Arts: 7th Street (off 715 N. Central Ave)
- Gallo Center for the Arts: 11th Street (across from the Court House)

Check-in is always outside the Stage Door For dress rehearsals, arrive on time with your child's hair and make-up completed at home. At the *Stage Door* your child will be signed in with their chaperone and escorted by CWB staff to their dressing room. This is where you will say good-bye until you pick them back up. Do not make your child's bag too heavy, they will be required to carry their own bag to their dressing room.

Nutcracker ID Tags The ID tag is made with the headshot you submitted at pre-registration. If you have not provided a photo, you must drop one off at the office prior to your child's 1st rehearsal. ID tags are mandatory for entry into each theatre. For **Tracy Cast**, tags will be passed out Monday, December 2, for **Gallo Casts**, Sunday, December 8. For security purposes, always have your child wear their tag. The tag will verify that your child is a performer in CWB's Nutcracker and will get them through security faster.

Someone else picking up your child If a relative or carpool friend is picking up your child, please send a note and provide the information to the child's chaperone upon arrival.

Check-out When the rehearsal/performance finishes, children will exit through the same door they entered. Children will be excused as soon as they are checked out with their chaperone. Same as check-in, parents will wait outside. Performers 16 years old and driving can check themselves out.

Late arrival of parents for pick up is unacceptable Downtown during the holidays is busy. Heavy traffic is not an excuse for late pick up. Transportation arrangements should be in place at drop off and not after rehearsal/performance ends.

Act 2 Dancers: Bakers, Sugarplum Fairy Attendants, Chinese, Fairytale Characters, Bonbons, Crystal Pixies and Plum Fairies will be out of costume and make-up approximately 20 minutes after a rehearsal/performance has ended.

If your child is only in Act 1, we strongly urge you to pick up at Intermission for Act 1 dancers. If you can't or you are late, your child will be required to stay through the end of the performance to be released with Act 2.

Refer to your Nutcracker Schedule for specific Kids *Call Times* and Kids *Excused Times*

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Dressing for the Studio

Girls Hair in a bun with a hairnet, no loose hair, bangs or ponytails. Please choose a solid color leotard, fully footed tights and ballet slippers. Remove all jewelry, perfume, no pajamas, shorts, skirts or tutus attached to leotard. Wear cover ups and street shoes before and after rehearsal. Bring your own water bottle to every practice, rehearsal and performance.

Boys Solid color t-shirt without any writing or prints, sweat pants, track pants or tights, ballet shoes or black jazz shoes. Black jazz shoes are recommended to practice in since they are part of the actual costume. Jazz shoes are purchased at The Dance Bag. Wear cover ups and street shoes before and after rehearsal. Bring your own water bottle to every practice, rehearsal and performance.

Dressing for the Theatre

What you do at home first. . . Parents, it is your responsibility to do your child's hair and make-up at home prior to bringing them to the theatre for all dress rehearsals and performances. For girls, please do not use sock or donut buns. If you feel their hair can't be done without one, please see a **room supervisor** for help and assistance.

Clara's, Party Girls, and *designated Female Fairytale Characters (*see Appendix 6)

*Perfecting **Curled ringlets** is an extensive and time consuming hairstyle that will take practice if you have never done it. It is always done at home, before each dress rehearsal/performance. You will need to have your daughter arrive at the theatre with hair already pre-curled and pinned.*

Saturday, November 2 2:15-3:15pm (rehearsal schedule page 3), we will offer a hair tutorial to teach you how to do this at home and an option to purchase the necessary curling items.

Girls arrive *pre-dressed* in what they are required to wear under their costume such as an under leotard, a pair of tights or briefs. (Specific costume details will be given at their initial costume fitting)

Boys arrive to the theatre dressed in their tights or black dress socks (Specific costume details will be given at their initial costume fitting)

All Dancers enter and exit the theatre in street clothes and street shoes with their dance clothes fully covered.

Post-performance Performance make-up is removed completely before leaving the building. This is a mandatory policy. Why? We prefer to keep the magic backstage as it is the Professional Standard in all theatrical productions.

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Performer's Dance Bag / Backpack

Daily personal bag or backpack

Items include water bottle and practice shoes, all labeled with the dancers name. Please do not send valuables with your dancer, leave jewelry at home. CWB, Tracy and Gallo are not responsible for unmarked or misplaced bags and belongings.

For the Theatre

- Water bottle
- Make-up kit that you purchased at The Dance Bag. We only use make-up supplied through The Dance Bag. Do not use last year's make-up or commercial foundation, eye shadow, lipstick or blush on your child
- Make up remover, cream or oil and unscented wipes to remove excess
- *Mascara (waterproof, *mascara is not included in your make up kit)
- Kleenex (and small, compact mirror for older girls)
- (Girls) required undergarments as listed in your handbook, extra hair pins for hairpieces, extra hair nets to match hair color, hairspray, comb and brush
- **Deodorant** Regardless of age, please use and/or send a natural deodorant. All children share costumes with other children
- Two pairs of ballet shoes if possible (1 pair can be an old, back up pair for emergencies)
- Clean tights and/or socks
- Cell Phone (optional)

Children's Cell Phone Policy To be used for pick up and/or emergencies and not for talking with friends, checking social media or recording. If this policy is not respected, the dressing room supervisor has the authority to take the phone away and return it after the rehearsal/performance is over. Quiet books, games, videos and cards are encouraged.

Backstage Volunteer Mom Cell Phone Policy Moms who are given access to the onstage area (the physical space where dancers are waiting and preparing to dancing) are required to leave their phones in their dressing rooms. Phones are NOT allowed in this area. If anyone brings a phone and uses it in the onstage area, you will be asked to leave the theatre. No exceptions

Food and Drink Policy for Volunteers and Dancers (Tracy & Gallo)

- Water only
- No coffee, tea, soda, juices, milk or staining liquids allowed inside
- No drinks such as Starbucks, Dunkin', Dutch Bros **may be brought into backstage area by anyone at anytime by any performer or volunteer parent**
- If a snack is necessary, saltines are the preferred snack (only white, non-staining snacks)
- Absolutely no eating in dressing rooms, use of on-site vending machines or microwave. Pre-approved snacks only, please speak to a CWB supervisor for recommendations.

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Absence / Behavior & Bullying / Illness & Injury

ABSENCE POLICY PLEASE READ CAREFULLY

- **1 Unexcused Absence:** With no notification or excuse will result in forfeiting 1 public performance
- **2 Unexcused Absences:** Complete dismissal from production

(Late Arrival Definition) 15 or more minutes late to any studio, theatre, rehearsal or costume fitting

- **1 Late Arrival:** Serves as your *one excused absence*. If the dancer has already used their *one excused absence*, they will forfeit 1 public performance for being late
- **2 Late Arrivals:** Complete dismissal from production

(Late Arrival for Performance) 15 minutes late after Kids Call Time, **NO PERFORMANCE THAT DAY** Attendance is absolutely imperative.

We appreciate all of our performers who honor their Nutcracker commitment

Behavior & Bullying ZERO TOLERANCE POLICY

Central West Ballet maintains a serious, zero tolerance policy regarding any inappropriate behavior and any type of bullying toward anyone. Any incidence from a child or parent should be directed immediately to any CWB director, employee or supervisor. All reports will be investigated thoroughly. Once the behavior has been addressed and if the inappropriate behavior continues, the dancer and family will be dismissed from the production.

Illness & Injury Guidelines for Illness/Injury Absence

- Fever/Nausea/Vomiting/Diarrhea/Cough/Shortness of Breath/Exposure/Flu/Covid (**Stay home**)
If you suspect Covid, please test at home and if positive, please provide results to Leslie Larson ASAP.
- Injury that would prevent the dancer from dancing

What To Do? Do not call the office. Please email Leslie Larson ASAP. Email is preferred and received immediately. Use the email address that you receive your notifications with. If this happens when we are at the theatre, we need time to contact your child's alternate to see if we can get them to the theatre in time to perform.

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Alternates & Sharing Roles

Alternate Cast: Most dancers have alternates from the opposite cast in their respective part(s).

Dancers in the following roles will be required to be at the theatre for their opposite cast:

Clara, Fritz and Nephew

Clara, Fritz and Nephew: Dancers cast as Clara, Fritz or Nephew, will be *on call* on their alternates performance days in case of illness or emergency. If this were to happen, they would be called upon to perform at the last minute. They must be at the theatre for all performances. They do not need to be in hair and make-up backstage, just there for emergencies. All other dancers will be *on call* on performance nights but are not required to be at the theatre.

An alternate may replace any dancer whose work is not up to standard, who cannot remember choreography and music, or who is disruptive in rehearsal. Please encourage your dancer to be 100% committed while participating in the CWB Nutcracker.

Sugar Plum Parties (Meet and Greets)

At Gallo, *Sugar Plum Parties* are held onstage following the first 3 matinee performances from 4:00-4:45pm (There are no post-performance parties in Tracy)

Who attends

Prince, Clara, Fritz, Nephew, Sugarplum Fairy Attendants, Bakers, Fairytale Assistants, Spanish, Arabian, Chinese, Dewdrops and Russian

The above characters join the Company dancers onstage for a festive *Meet and Greet* of audience members. Performers stay onstage after the final bow and remain in costume and make-up.

One ticket per person is required to attend the party. \$6.00 per ticket. This is an additional charge to a theatre ticket and can be purchased the day of the performance in the lobby, either before the show or during intermission.

The *Sugar Plum Party* is also open to all children performing in the show that day. Children can be picked up at the *Stage Door* after they perform and brought around to the lobby (everyone must enter through the front lobby doors) where they can enjoy the party. A \$6.00 ticket is required to enter.

Dressing Rooms & **Restricted Food**/Performance Gifts/ Other Backstage Policies

Backstage Dressing Rooms

Dressing rooms are located past Security after entering through the *Stage Door*. No family/guests/friends are allowed inside this area. After outside check-in, the dancer enters through the *Stage Door* with a CWB supervisor, then is escorted by a helping volunteer mom to their assigned group dressing room. Post rehearsal/performance, it is the dancer's responsibility to leave the dressing room orderly and clean. Costumes/headpieces/accessories/props are to be returned to the area where they were stored, in the same condition they were found. Friends and family will need to be greeted outside the *Stage Door* or the main Lobby. Only bottled water is allowed in the dressing rooms. Bring/send bottled water

Restricted Food in the Dressing Rooms

VERY IMPORTANT: RESTRICTED FOOD and DRINKS IN THE THEATRE: A BAD IDEA

If a volunteer helping mom brings restricted food and drinks into the theatre especially the dressing room they will be dismissed from all backstage privileges; in addition, run the risk of having their child dismissed entirely from the production. **NO RESTRICTED FOOD IN THE DRESSING ROOM. NO TEA OR COFFEE DRINKS SUCH AS STARBUCKS & DUTCH BROS. WATER ONLY! PLEASE TAKE THIS SERIOUSLY**

Lobby Boutique Christmas Table

At the Gallo Center, we encourage you to visit our lovely Christmas Boutique featuring one of a kind Christmas ornaments and Nutcrackers from Kurt Adler's Santa's World. We appreciate your patronage in purchasing these items because 100% of the proceeds support the ballet and the Nutcracker production directly.

Flower Bouquets for your Dancer

If you would like to have flowers sent backstage to your favorite performer, we will only be able to deliver flowers purchased from the boutique. They will be carefully held at the dancer check-out area and given to your dancer at parent pick-up, located at the Stage Door. Dancer first and last names are crucial at time of purchase to insure proper delivery. Dressing room space is very tight, therefore your flowers won't be delivered to the dressing room but will be held separately and handed to your dancer when they are checked out. *Personal bouquets and any other good-luck gifts must be held until after the performance.*

Why we only allow flowers in the dressing rooms

Deliveries are a courtesy and are limited to flowers due to the very small amount of space in each dressing room. This is to ensure the safety of all dancers sharing the small space and protecting your little ones from stepping on broken glass, broken ornaments and losing precious gifts among a sea of dance bags, blankets, clothes, make-up, shoes and costumes.

Note If a dancer is only in Act 1, you must purchase your flowers before the performance starts to be sure they are received (Act 1 dancers have the option to leave at intermission)

Dancer-to-Dancer Gift Policy

Group *gift bags* can be brought to the theatre but will be given to the check in-out supervisor. That person will be in charge of distributing them either at intermission or at the end of the performance as the dancer is checking out.

Important Reminders

Volunteer Helping Moms are not allowed to use the double-doors that connect the backstage area to the lobby during rehearsals or performances. The Security Guard will not allow you to pass. If they are away doing their rounds, please respect the Gallo's Policy, any infraction will be reported to Leslie Larson.

To prevent over-crowding during drop off and pick up, only one adult should accompany their child.

The loading dock behind the theatre is not to be used for drop off, pick up, waiting for your dancer or parking during performances.

Parking in the loading dock behind the Gallo Center is NOT allowed

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No Camera, No Video, No Recording Policies at the Theatre

FACEBOOK & SOCIAL MEDIA

No Smart Phones, Cameras or Video Recording Devices in the Backstage, Onstage or Wing Area. NO EXCEPTIONS. Volunteer moms assigned to onstage duty will be asked to leave the production if found using a camera or recording device.

IN ADDITION: Volunteers are not allowed to video record the TV monitors in any rooms backstage or in the lobby. This includes all Dress Rehearsals, School Performances and Public Performances.

Personal photos will be taken in the dressing room area ONLY, and ONLY prior to or after Dress Rehearsals.

NO PHOTOS ON PERFORMANCE DAYS

NO PHOTOS TAKEN IN THE MAIN DRESSING ROOM HALLWAY

HELPING MOMS AND CHAPERONES **MIGHT** BE ASKED TO ACCOMPANY THEIR GROUP OF DANCERS BACKSTAGE, HOWEVER, IF A CHAPERONE/MOM IS FOUND WITH A DEVICE, SHE WILL BE DISMISSED FROM ALL VOLUNTEER DUTIES AND CHAPERONE'S CHILD WILL FORFEIT 1 PERFORMANCE

PERFORMERS ARE ALSO NOT ALLOWED TO BRING DEVICES BACKSTAGE

FACEBOOK & SOCIAL MEDIA

PICTURES ARE NOT ALLOWED TO BE POSTED ON ANY PERSONAL OR SOCIAL MEDIA PRIOR TO OPENING NIGHT IN TRACY FRIDAY, DECEMBER 6 OR AT GALLO FRIDAY, DECEMBER 13. ALL VIDEO IS PROHIBITED

A Professional Video Company will record select performances and will sell the videos directly from their distribution center. Order forms will be provided during theatre weeks. Recording schedule is TBA.

Inside the theatre, surveillance cameras are used to monitor audience members during performances. Ushers have permission to take your recording device and keep it until after the performance is over. CWB Staff also has access to the live-feed during performances.

A Professional Photographer will take photographs of dress rehearsals and backstage portraits of each performer in costume. Order forms will be provided during theatre weeks. Photography schedule is TBA.

Kids Call Times To Theatre / Dressing Room Moms

Theatre drop off times:

Act 1 & 2: 1 hour prior to performance

Theatre pick up times:

Act 1: All Children in Act 1. One-hour after performance at Intermission

Act 2: Bakers, Sugar Plum Fairy Attendants, Chinese, Bonbons, Fairytale Characters, Plum Fairies and Crystal Pixies – 2 hours and 20 minutes after performance time

ADDITIONAL INFO FOR DRESSING ROOM MOMS AT CHECK IN

Dressing Room Moms arrive at the theatre 30 minutes prior to the *Kids Call* check-in

Dancers check in 1 hour prior to rehearsal/performance

Bring your performer and their sibling if they are dancing in the same performance that day.

Arrive early to organize costumes, receive any special instructions and verify how many children you will be responsible for that shift. This time is not to be used to do your child's make-up. This needs to be done prior to coming to the theatre.

ORGANIZE AHEAD OF TIME. ONCE INSIDE, YOU STAY INSIDE

Once you are at the theatre to help, remain in your assigned room with your group. Organize yourself so that you do not have to move your car, retrieve something from your car or run an errand. You have signed up to be responsible for at least 8 young children in your room for the next **4 hours**.

It is your job to keep your room quiet. Sound travels easily from open dressing rooms to onstage which can be heard in the audience.

Costume Check

Once settled into your room, do a thorough COSTUME CHECK. Verify all costumes are there, that you have the correct number for every child in your room and that all costume accessories and headpieces are accounted for. If you find something missing, report to the Costume Room!

Most Importantly

Children feel relaxed and reassured when they experience calm and responsible Helping Moms. The better you are at preparing and supporting them, the more confident they will feel onstage! Any questions you might not have the answer to, feel free to speak to one of our Supervisors, Melanie Hildebrandt, Diana Poncini or Devon Fasani.

Nutcracker in a Nutshell for the Performer

- Eat an easily digestible meal before you arrive (*food you are familiar with*)
- Wear warm street clothes
- Style your hair at home (*especially girls who must have curled ringlets*)
- Put on your make-up at home
- Pack your dance bag and bring it with you
- Wear your Nutcracker ID tag
- Check your list to make sure you bring everything. (*all dyed shoes remain at theatre*)
- Arrive at *Kids Call* – Right on time!
- Use *Stage Door* for check-in and check-out (*outside only*)
- Provide a note if someone else is picking up
- Go to dressing room with your chaperone
- Place belongings inside dressing room
- Relax and play quiet games during wait time
- Clean up games before you dance
- Put costume and shoes on at appropriate time with chaperone's help
- Go to stage and PERFORM!
- Return to dressing room, remove costume and hang up all parts of costume
- Remove all theatre make-up (mandatory for all)
- Dress in warm street clothes and put street shoes on
- Clean up dressing room. Check that you have all of your belongings in your bag
- Go with chaperone to checkout area
- **Wait for parent and exit with parent**

Fragrance Sensitivities - Please be Fragrance Free

Volunteer Moms & Performers: Due to serious fragrance sensitivities, we ask that **no perfume or essential oil be worn. Perfume and oil also get absorbed into the costume fabric.**

PARENT AGREEMENT CONTRACT #1

DUE at Parent Meeting Saturday, September 7, 2024

Please read through and initial each paragraph in order to participate in The Nutcracker

I hereby consent to the following:

\$25.00 Participation Fee Per Dancer I agree to pay a \$25.00 Participation Fee. I understand that this fee is per child. I agree to pay all additional fees associated with my son or daughter (s) roles as outlined in Appendix 5A.

() I agree

Waiver, Liability, Release and Indemnification I authorize the Participant to participate in the activities associated with The Nutcracker at CWB, Tracy and Gallo Theatre. Such participation can include unforeseeable risks such as injury and illness, I freely allow participation in the production and assume and accept all risk and agree to release, waive, covenant not to sue, indemnify and hold harmless CWB.

() I agree

Attendance I agree to have my child attend all mandatory rehearsals, performances and costume fittings and not ask CWB to accommodate outside activities such as sports, school functions, and previously scheduled family events and vacations.

() I agree

Mandatory Rehearsal I understand that all rehearsals are considered mandatory. I am allowed to request "1" excused absence once my child has fulfilled the rehearsal requirements. I understand that I cannot request an absence between Nov 25-Dec 22. I understand that my request will be reviewed but it is not guaranteed. I also understand that all rehearsals are closed to parental viewing, videotaping and photography including lobby, backstage and dressing room TV monitors.

() I agree

Parent Volunteer Sign Ups I will fulfill all volunteer hours per the Handbook requirement or agree to pay a fee of \$50.00 for each hour not completed by Dec. 22, 2024.

() I agree

Dressing Room Volunteer If I sign up for a dressing room shift, I will complete my 4-hour shift and not ask to be released early. I will stay where I am assigned and will remain with my designated group until all dancers are excused. I will be responsible for costumes and any special instructions.

() I agree

I, the undersigned, have read the CWB Nutcracker Handbook and agree to abide by all Handbook Policies and Procedures. I understand all of the rules and regulations and agree to adhere to them. I understand the penalties for our child being tardy, unexcused and/or late that will result in forfeiting a performance or being excused from the production. I agree to not ask for special privilege or accommodation.

Signature of Parent: _____ Date Signed: _____

Dancer's Name: _____ Tracy _____ Cast A _____ Cast B _____ Role(s): _____

(One contact per family regardless of how many siblings are performing)

PARENT AGREEMENT CONTRACT #2

[DUE at Parent Meeting Saturday, September 7, 2024](#)

At the theatre, performers will be dropped off and picked up at the check-in area outside the Stage Door. **You will escort your child to this area where they will be placed in the care of their assigned chaperone (volunteer parent), escorted inside the building and to their dressing room.** After a rehearsal or performance has finished, parents will pick up their child at the same outside check-in.

It is imperative that your child attends all of their rehearsals and performances. Have your child at rehearsal and performances ON TIME and pick up your child promptly when they finish. Performers will remain at rehearsal until dismissed by the Artistic Director. We know that waiting is inconvenient for you and we greatly appreciate your understanding and cooperation.

During Dress Rehearsals and Performances, dancers who are in Act 1 **should** be picked up at Intermission outside the *Stage Door* (1 hour after start time) Dancers in Act 2 **should** be picked up 2 hours after start time. Dancers only in Act 1 have the option to watch Act 2 from the audience, if they have purchased a ticket and have checked their costumes in and removed all stage makeup. No one will be excused early. If you cannot pick up your dancer at Intermission, they will be required to stay until the end of the performance and will be excused with the Act 2 dancers. No exceptions

School Performances: Moms who have signed up to volunteer backstage for these 2 shows, are not allowed inside the auditorium to sit and watch school performances. You are to remain in the dressing room area at all times.

No child may leave the auditorium or backstage area unattended. No one, not even **volunteer moms or chaperones** may enter the Lobby through the backstage double doors located next to security desk.

No personal videotaping, photography or cell phone recording is allowed during any rehearsal, school show or public performance at any time.

There are NO COVID PROTOCOLS at either theatre and we do not anticipate this changing.

I, the undersigned, have read the CWB Policies & Procedures and agree to abide by all CWB & Gallo policies and procedures. I understand all of the rules and regulations and agree to adhere to them. I understand the penalties for our child being tardy, unexcused and/or late that will result in forfeiting a performance or being excused from the production. I agree to not ask for special privilege or accommodation. Should Gallo implement any new Covid protocols, I agree to follow all Gallo Covid protocols.

Signature of Parent: _____ Date Signed: _____

Dancer's Name: _____ Tracy _____ Cast A _____ Cast B _____ Role(s): _____

(One contact per family regardless of how many siblings are performing)

CONTACT INFORMATION

CENTRAL WEST BALLET OFFICE

5039 Pentecost Drive, Suite A, North Modesto CA 95356

Monday-Friday 9:00am-5:00pm

Kaetlyn Gausling, Team Assistant..... 209-576-8957

kaetie.gausling@centralwestballet.org

STUDIO LOCATIONS FOR PRACTICE

Rolle Studio: 5039 Pentecost Drive, Suite B1

Rose Studio: 5039 Pentecost Drive, Suite B2

Robbins Studio: 5033 Pentecost Drive, Suite 3 (next to Safelite)

WHERE TO PURCHASE COSTUME ELEMENTS, SHOES, MAKE-UP

The Dance Bag, 1700 McHenry Avenue #90 (McHenry Village)

Holly Bertucci..... 209-571-0369

Rehearsal and Performance Schedule

REHEARSAL KEY: TERMS USED THROUGHOUT HANDBOOK

Act 1:

Street Urchins: Very first scene called The Street Scene (before Party Scene) at the beginning of Act 1 w/ Dross & Nephew

Party Scene Children include: Clara, Fritz, Nephew, Party Girls, Party Boys. Attend all rehearsals that say The Party Scene

Clara: Scenes include Party Scene, Battle Scene, and the beginning of the Snowflake Scene, All of Act 2 including the Finale with CWB. Clara watches the entire Act 2 onstage

Party Girls: Includes Clara. Attend all Party Scene rehearsals

Party Boys: Includes **Fritz, Nephew**. Nephew is also in The Street Scene. Party Boys attend all Party Scene rehearsals

Maid: All rehearsals that say The Party Scene

Parents & Grandma/Grandpa: All rehearsals that say The Party Scene

Dolls: Attend all rehearsals that say The Party Scene

Soldiers: Attend all rehearsals that say The Battle Scene

Baby Mice: Attend all rehearsals that say The Battle Scene

Big Mice: Attend all rehearsals that say The Battle Scene

Mouse King: Attend all rehearsals that say The Battle Scene

Male Soldier Doll: Attend all rehearsals that say The Battle Scene

Snowflakes: Follows Battle Scene and ends Act 1

Act 2:

Sugarplum Fairy Attendants (SPFA), Clara, Plum Fairies, Crystal Pixies, Bonbons, Bakers: Attend all *Opening of Act 2* rehearsals and do the Finale and bow with CWB main company

Divertissements (Diverts): Refers to these dances - Spanish, Arabian, Chinese, Dewdrops and Russian, all do Finale and Bow with main company

Fairytale Characters: Attend all Fairytale Characters rehearsals w/Fairytale Mother and also do the Finale and bow with main company

Waltz of the Flowers

Finale and bow: Includes everyone that performs in Act 2

WHO DANCES IN ACT 1 & ACT 2:

ACT 1 or FULL CALL ACT 1 Includes: Street Urchins, Party Scene, Battle Scene, Snow Scene

STREET SCENE includes: Street Urchins, Nephew & Dross

PARTY SCENE includes: Clara, Fritz, Nephew, Party Boys, Party Girls, Maid, Party Parents, Dolls & Dross

BATTLE SCENE includes: Clara, Prince, Soldiers, Big Mice, Baby Mice, Mouse King, Nutcracker Soldier & Dross

SNOW SCENE includes: Clara, Prince, Snowflake Corps and Snow Pas de Deux

ACT 2 Includes: Clara, Prince, Sugarplum Fairy Attendants (*SPFA*), Plum Fairies, Crystal Pixies, Bonbons, Fairytale Characters, Fairytale Assistants, Fairytale Mother, Bakers, Spanish, Arabian, Chinese, Dewdrops, Russian, Waltz of Flowers and Grand Pas de Deux

COSTUME ELEMENTS, SHOES, MAKE-UP:**ALL TO BE PURCHASED AT THE DANCE BAG (Do not buy items at Target, Walmart, etc)**

ESTIMATED TOTAL: Costs per character. Includes COSTUME ELEMENTS, SHOES, MAKE-UP

*CWB Company Role	\$150-\$200	*Cost includes new Pointe Shoes
*Sugarplum Fairy Attendant	\$150-\$200	*Cost includes new Pointe Shoes
*Baker:	\$100-\$200	*Cost includes new Pointe Shoes
Chinese:	\$100-\$200	
Clara/Party Girl:	\$135	
Maid/Party Parent:	\$135 (Cost is less if you own your own black character shoes)	
Plum Fairy:	\$115-\$135	
Crystal Pixie:	\$115-\$135	
Fritz/Party Boy:	\$90	
Prince:	\$90	
Baby Mouse:	\$80	
Girl Soldier:	\$90	
Bonbon:	\$85	
Fairytale Character:	\$85	
Street Urchin:	\$40	
Tall Mouse/Mouse King:	\$30-\$40 shoes only	
Male Nutcracker Soldier Doll:	\$30-\$40 shoes only	

Costume Fittings - All fittings occur at the Office

Fittings will be scheduled during a dancer's rehearsal. [All fittings are mandatory.](#)

Please refer to the Handbook for late penalties and unexcused absences. Fittings will be scheduled periodically throughout September-November. All cast members will share their costume with the other cast and will be fitted by height.

For Girls, arrive dressed in her under-leotard. Boys can be fitted in their street clothes.

PERFORMANCE SHOES Please refer to the costume chart below to see if you are required to turn in shoes. The last column will say DYED. Performers 'reprising' their role from last year may turn in their existing dyed shoes to be re-dyed if they are in good condition and still fit. Please show shoes to Leslie Larson for inspection. Shoes can be slightly old for dying purposes. They can be canvas or leather, please do not turn in shoes with holes.

ALL SHOES NEED TO BE TURNED IN BY: DEADLINE: FRIDAY, NOVEMBER 1

- STUFF PROPERLY To prep shoes, fully stuff with paper towel or toilet paper.
- Have your elastics sewn and clearly write your first and last name, your cast and your role **inside** both shoes, not on the **outside** of the shoe. For pointe shoes, elastics and ribbons must be sewn.
- Place shoes in a plastic zip lock bag and write the same information on the outside of the bag. (Shoes become your property after the final performance)
- Drop them off at the CWB Office by the due date above.
- Soldiers can purchase black leather shoes that do not need to be dyed, however, they do need to be turned in like the other shoes.

CONTINUED ON NEXT PAGE →

Make-up, Hairstyles, Leotards, Tights & Briefs

The Dance Bag: 1700 McHenry Avenue #90 (McHenry Village) 209-571-0369

The cost for the make-up kit is approximately **\$45.00 and it is a mandatory purchase each year**. Cast members will have their own personal make-up kit based on the color of their skin. You will need to take your child to The Dance Bag with your order form and be color-matched. Kits are ordered new and are required. Kits typically arrive mid-November. They are ordered ahead of time. You will be notified when your kit has arrived. Kits can be picked up at The Dance Bag prior to theatre week. We do not recommend reusing old Nutcracker make-up because the colors of each kit might be different each year and we would like all of the characters to be color-matched onstage.

Your new make-up kit will be stocked with professional theatrical make-up and will last the entire run of dress rehearsals and performances. Each performer will also receive a make-up sketch to show examples of how your make-up should look, where to apply the colors and how to achieve the character's unique look.

Application of make-up will be discussed before theatre week begins.
Dancers will need to provide their own mascara.

Baby Mice will have a separate make-up seminar prior to performances. Please refer to your rehearsal schedule page 5, Wednesday, November 13, 7:00-7:45pm, Office/Suite A.

HAIRSTYLES, BRIEFS, SHOES, TIGHTS

ALL ITEMS LISTED SHOULD BE NEW OR SLIGHTLY USED AND SAVED FOR PERFORMANCE

GIRL'S LEOTARDS: Many roles require them to wear their own skin-tone *under-leotard* with *matte straps*, beneath their costume for all dress rehearsals and performances. Costumes are shared and therefore it helps to keep the costume clean between rehearsals and/or performances. If you already own your own (with matte straps) you may use it again and no purchase is necessary. Skin-tone leotard cost is approximately: \$25.00.

Clara, Party Girl & Girl's Fairytale Hair have a special hair seminar prior to the theatre to practice hairstyles. Briefs: Some Girl's roles require briefs. Please double check your dancer's role.

Roles • INFO CHART

ROLE	HAIR	UNDERGARMENTS	SHOES	DYED
CLARA & PARY GIRLS	PIN CURLS Hair seminar is provided	PINK MESH W/ SEAM UNDER LEOTARD	NEW PINK LEATHER SPLIT SOLE SLIPPERS	n/a
MAID & FEMALE PARTY SCENE PARENTS	MED/HIGH BUN SLICKED BACK	PINK MESH W/ SEAM PINK BRIEF	BLACK CHARACTER SHOES w/1.5" to 2" heel/ One strap across ankle	n/a
MALE PARTY SCENE PARENTS & NEPHEW FRITZ & PARTY BOYS	ALL PARTICIPANTS HAIR: PARTED ON SIDE. TAPERED IN BACK. SQUARE CUT, LEVEL W/ EARS. SPRAYED. NO SPIKES <i>NO UNDERCUTS, SHAVED HEADS OR FLAT TOPS</i>	MALE PARTY PARENT & NEPHEW: BLACK FULL-LENGTH DRESS SOCKS *Your purchase FRITZ & PARTY BOYS: WHITE TIGHTS *Your Dance Bag Purchase	MEN & NEPHEW: TUXES & SHOES - Provided by ROSSINI'S FORMALWEAR BOYS: NEW OR ALMOST NEW BLACK JAZZ SHOES w/LACES	n/a
STREET URCHINS	HIGH BUN	NO TIGHTS. BARE LEGS. UNDER LEOTARD	OLD WORN- OUT PINK BALLET SLIPPERS	DYED
SOLDIERS	HIGH BUN	NO TIGHTS ARE WORN. BLACK SOCKS PROVIDED	PINK SLIPPERS or PURCHASE BLACK SLIPPERS. Both need to be turned in to office.	DYED or turn in purchased shoes
BIG MICE & BABY MICE	FRENCH BRAID OR VERY LOW PONYTAIL BRAID	TIGHTS PROVIDED UNDER LEO	SLIGHTLY OLD OR NEW PINK SLIPPERS	DYED
MOUSE KING		TIGHTS PROVIDED	SLIGHTLY OLD OR NEW WHITE SLIPPERS	DYED
BONBONS	HIGH BUN ONLY -NO SOCK BUNS OR DONUTS	TIGHTS PROVIDED UNDER LEO	SLIGHTLY OLD OR NEW PINK SLIPPERS	DYED
GIRL & BOY FAIRY TALE CHARACTERS	Alice, Little Red, Snow White/Ringlets Tinkerbell/Bun top of head Cinderella, Dorothy/Pulled back on sides, down and natural	Tinkerbell, Cinderella, Snow White: Pink mesh/Under leotard Alice, Little Red, Dorothy: White tights/Under leotard	ALL shoe/tights, socks info will be given at costume fitting. Boys info @ fittings	Tba @ fittings
SUGARPLUM FAIRY ATTENDANT	MEDIUM HIGH BUN SLICKED BACK	PINK MESH W/ SEAM PINK BRIEF	*Cover satin w/unmedicated calamine lotion, use sponge NEW POINTE SHOES	n/a
CRYSTAL PIXIE	MED HIGH BUN SLICKED BACK	PINK MESH W/ SEAM PINK BRIEF	NEW PINK LEATHER SPLIT SOLE SLIPPERS	n/a
PLUM FAIRY	MED HIGH BUN SLICKED BACK	PINK MESH W/ SEAM WHITE BRIEF	NEW PINK LEATHER SPLIT SOLE SLIPPERS	n/a
BAKERS	MED HIGH BUN SLICKED BACK, OR 2 "SIDE BUNS" IF ALSO PERFORMING CHINESE	PINK MESH W/ SEAM UNDER LEOTARD	Pointe - NEW shoes *If cast to perform on flat - NEW flat shoes	DYED Have ribbons, elastics sewn
CWB ROLE: CHINESE CORPS	PARTED DOWN MIDDLE. 2 HIGH SIDE BUNS. SLICKED BACK. 2 HAIRNETS NEEDED.	PINK MESH W/ SEAM UNDER LEOTARD	NEW PINK LEATHER SPLIT SOLE SLIPPERS	
CWB ROLE: RUSSIAN CORPS	MED/HIGH BUN SLICKED BACK	PINK MESH W/ SEAM UNDER LEOTARD	RED BOOTS CWB provides	
CWB COMPANY POINTE ROLES	MEDIUM HIGH BUN SLICKED BACK	PINK MESH W/ SEAM, PINK BRIEF, WHITE BRIEF FOR SNOW CORPS	*Cover satin w/unmedicated calamine lotion, use sponge NEW POINTE SHOES	

Parent Volunteer Service Hours

VOLUNTEER HOUR POLICY

PERFORMING IN ONE CAST? All cast member families are required to fulfill a minimum of **8 service hours during the production**. For families with 2 or more children; 4 additional hours will be required for 1st sibling, 2 additional hours for 3rd sibling, and 1 hour for any additional sibling. Hours can be completed during the rehearsal period and during theatre week.

There is an age requirement to work in the dressing room area. If you cannot do the assignment yourself and are considering another family member, they must be at least 18 years old and must be pre-approved by a CWB staff member prior to theatre week.

4 HOURS That is the block of time you have signed up to complete in a dressing room regardless if you have fulfilled your 8 hours. Each room has children that will be waiting until the performance ends. Their parents are counting on you to stay in the room until every last child is dismissed safely. If all children have left, there are other duties that you can help with.

PERFORMING IN BOTH GALLO CASTS? If your child/children are cast to perform both Gallo weeks, you will be required to work an additional 4 hours. For families with 2 or more children, you will have an additional 8 hour requirement. You must split your required hours between the two performing weeks. This will ensure that we have enough parental coverage for all rehearsals and performances.

TRACY SERVICE HOURS: If your child is cast to perform in Tracy, we ask that you sign up to help with our Load-In and Load-Out days.

SIGN-UP VOLUNTEER LISTS: Online sign-ups will be available beginning Sunday, October 6. You will be sent a link on how to access the online portal.

VOLUNTEER SERVICE HOURS All hours must be completed by Sunday, December 22. Please be sure to use the online portal when it is available to sign up and complete your jobs. Anyone not completing their requirement will be assessed a fee of \$50.00 for each hour not completed.

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Dressing Room Mothers PART 1

Dressing Room Sign Ups:

Please allow everyone in your son or daughter's group the opportunity to have one 4-hour shift. After everyone has one assignment, you may sign up for as many more as you would like. Families with children performing in both week-ends must split their hours between 2 weeks.

Chaperone Requirement: All Chaperones are required to stay until the end of each performance to help with other duties, such as clean up, costume inventory and laundry. Even if your child is finished early in Act 1, there will be many costume duties you can help with. *Your child may stay with you until the end of the show and check out with you. Or, they can be picked up at Intermission. These are your 2 options.

SWITCHING: If you sign up for a specific day and find that you have a conflict with your time slot, it is your responsibility to find another parent to switch with. You must find a replacement within your group and not from an outside source, such as a friend or relative. To assist you, we have included a contact list of everyone in your group that your son or daughter is dancing with. If you do make a change, please notify CWB Office so that we can make the change on the master list.

Chaperone Mothers Call Time to Theatre: 1 1/2 hours prior to rehearsal/performance.

(For example: If the rehearsal/performance begins at 7:00pm, your call time is 5:30pm) Upon your arrival, you will be met by the Backstage Supervisor. She will provide you with all necessary items needed to be a volunteer. Chaperones must check in 30 minutes prior to the dancer check-in time. If your dancer is performing that show, he or she should accompany you and any other siblings that are performing. Non-performing family members are not allowed to stay in the theatre while you are working, no exceptions. Please do your son/daughter's hair and make-up at home prior to arriving for your Call Time.

SIBLINGS: Once in your assigned room, there is absolutely no leaving your room to visit your child's sibling(s) in other dressing rooms. No leaving your room to visit other children to take photos. Keep doors closed at all times to keep sound from traveling onstage.

Be prepared to stay and clean up rooms, launder, fold and iron costumes.

Once checked in, you agree to stay in the theatre. No leaving to retrieve items from your car, move your car, feed the meter, get coffee, etc.

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Dressing Room Mothers PART 2

If a dancer arrives and will be dropped off and/or picked up by any one other than their parent, a **note** must be given to the Check In/Out Supervisor stating the responsible party's name and cell phone number. Only this person may pick up the dancer after the performance.

If you wish to help or assist backstage on other days that you are not assigned, you must first get **PERMISSION from LESLIE LARSON**. Please do not show up on a day that you are not expected.

Please do not send a substitute (**friend or relative**) to replace you or to fulfill your hours.

Security is very tight and we do not allow strangers into the backstage area!

An Act 1 dancer may change, get out of hair and make-up and attend Act 2 after they have checked out with their chaperone and have a ticket to enter the performance.

Dressing Room Mothers' Duties Include:

Going through Costume Inventory to be sure all costumes/accessories are accounted for (please do this as soon as you get into your room)

Taking care of and notifying Leslie Larson of an ill child

Tidying up hair, make-up prior to going onstage

Costume/Headpiece check prior to going onstage

Helping every young dancer in your room getting in and out of costume

Properly hanging costumes after performance

Laundering, ironing, folding costumes

Notifying Rocky Valleau or a backstage seamstress of any costume repairs

Accompanying dancers to and from stage - IF NEEDED

Keeping your room quiet and focused (especially during "wait times")

Chaperones must in good physical health to fulfill duties.

- BEFORE LEAVING: DO A THOROUGH CHECK OF DRESSING ROOM AREA AND ALL COSTUMES & HEADPIECES

- WE PRIDE OURSELVES ON LEAVING THE THEATRE EVERY DAY IN PRISTINE CONDITION

- CHECK YOUR REHEARSAL SCHEDULE FOR ALL MANDATORY PARENT MEETINGS.