

Student Cast & Volunteer Supervisor

Backstage and Performance Rules and Expectations

PARKING

- Volunteers are eligible to receive reduced parking when they are working during a show.
- Pull up to the loading zone near the Stage Door
- Run in (or send your child in) and ask for a Volunteer Parking Pass from the Security Staff
- Show this pass to the parking attendant as you enter the garage and pay only \$1 to park
- Return the parking pass to Stage Door Security when you walk into the building.

GENERAL

- Be Professional! Stay one step ahead, always.
- Be on time. Call in 414-334-1114 if you are going to be late.
- Sign In when you arrive at the theater.
- Students may not ask for autographs from dancers before or during the show.
- Student cast and volunteers may not bring guests backstage.
- Hold your temper. Do not argue with the Director, Choreographer, Artistic Staff or Stage Manager.
- **Absolutely No Photography or Video Taping backstage, EVER!**
- The lounge can be used by students only during Act II and students must remain in the lounge until the end of the show.
- Students may NOT return backstage to watch any parts of the show, nor linger outside the stage manager's door to watch the show on their way out.
- Students are expected to be checked out no longer than 10-minutes after the show ends.
- Sign-out when you leave the theatre after the show.

DRESSING ROOMS/HALLWAYS

- **Stay in your dressing room**, unless you are going to the bathroom or stage (when directed) You may not visit other dressing rooms.
- **WALK, DON'T RUN** around the dressing rooms, hallways, backstage, etc
- Student cast members may not go into Company dressing rooms.
- Do not enter the hallway to the orchestra pit, ever!
- Always wear shoes in dressing rooms, hallways, backstage, etc.
- Your space in the dressing room must be kept orderly.
- Put all costume pieces back exactly where you found them.
- Pick up after yourself – hair pins, band-aid wrappers, etc.

COSTUMES

- Arrive to the theater with hair and make-up done.
- Always have or wear your regular ballet class attire for both rehearsals and performances.
- Wear a button down or zip shirt to prevent messing up hair and make-up
- Bring a small pouch with extra supplies (hair spray, bobby pins, hair net, make-up, etc.)
- Use hair gel, hair spray or spritzer to slick hair back smoothly, if required.
- No nail polish, earrings, necklaces, bracelets, watches or rings may to be worn on stage.
- No underwear under costumes or leotard and tights.
- Other than Angels, ALL students must wear clear drying, deodorant/anti-perspirant with costumes.
- **No food or drink in costume. Water only when the full costume is covered**
- Be very mindful where and how you sit in your costumes to keep them wrinkle free.
- Costumes are only to be used as they are intended.
- Do not toss costumes to the floor or drape them over a chair.
- Only report to the wig room at your designated time. Do not linger in the wig room.
- Boys costumes are stored in the dressing room with girl costumes but taken to the Men's Locker Room by Male volunteer during the show and then returned to the girls dressing room at the end of the show
- Check that all costumes pieces are present and in good repair upon arrival to the dressing room.
- If a costume needs repair or adjustment, bring it to wardrobe staff in the laundry room.
- Make-up must be removed after the performance, before leaving the theatre.
- Never take a costume piece out of the theatre.

BACKSTAGE

- Pay Attention! Don't get distracted and forget your entrance. Pay attention to what is happening on stage...that is your priority.
- Silence backstage. Do not talk, whisper, make noise, or do anything else that could distract the audience from the dancers onstage.
- Students should respect the focus and concentration the dancers need to maintain during the show. Do not talk with them backstage.
- No food, drink or gum backstage.
- Do not applaud for your colleagues from backstage. No whistling backstage.
- Do not play with or move the props. Do not sit on the furniture backstage. NEVER touch anything that isn't yours.
- Do not peek through the curtains at the audience. Be conscious of sight lines. (If you can see the audience, they can see you).
- Do not stand in front of the stage lighting.
- Maintain the integrity of the production. Do exactly and only what has been rehearsed.
- **Absolutely No Photography or Video Taping backstage**

PERFORMANCE ORDER

Act I

Party Scene (Party Kids, Friends)

Battle Scene (Mice, Soldiers)

Snow

Intermission

25-minutes during most shows

20-minutes during student matinees

15-minutes during sensory-friendly show

Act II

Angels

Mice & 2 Trumpet Soldiers

Spanish

Arabian

Chinese

Jacks

Geese

Mother Ginger

Flowers

Pas de Deux

Finale

Bows

(Student cast bows include only Angels, Geese, Mother Ginger)

PARTY KIDS & FRIENDS

ASSIGNED DRESSING ROOM

- Party Kids: Wardrobe Room/Men's Locker Room
- Friends: Women's Chorus Room/Men's Locker Room (no parent volunteer is assigned to Friends, as they share a dressing room with MBII)

NUMBER OF CHILDREN IN EACH CAST

- 8 Party Kids
- 6 Friends

COSTUMES

- Upon Arrival
 - Review posted general costume rules
 - Check that all costume pieces are present and in good repair
- Start dressing at the 15-minute call
- Party Kids and Friends have hair appointments in the Hair Room, located at the end of the Women's Chorus Dressing Room. This schedule must be followed before each performance:
 - 75 Minutes Before the Show: Friends
 - 60 Minutes Before the Show: Party Kids – Girls
 - 50 Minutes Before the Show: Party Kids – Boys

TO THE STAGE

- At 5-minute call, with parent supervisor
- This is the only role allowed to go backstage without a member of the staff
- Supervisor should remain on stage right, out of the way as it will get quite busy

AFTER DANCING

- Return wigs and hair pieces.
- Return all costumes back to where you found them and clean up your area.
- Party Kids & Friends are dismissed at intermission, AFTER they have received any notes about their performance from the staff.
- Students must check-out or report to the lounge when dismissed.

FRIENDS HELPING AT INTERMISSION

- Report to the Boutique during Snow for instructions
- At the top of Act II report to wig room then to dressing room to return costumes
- Then to lounge or stage door to check out

SOLDIERS

ASSIGNED DRESSING ROOM

- Men's Chorus Room (door label only, this is the girl's area)/Men's Locker Room

NUMBER OF CHILDREN IN EACH CAST

- 13 soldiers total
- 2 remain for top of Act II as Trumpet Soldiers

COSTUMES

- Upon Arrival
 - Review posted general costume rules
 - Check that all costume pieces are present and in good repair
- Start dressing when you hear the performance music start
- Check jacket straps – they cross the soldiers right over left.

TO THE STAGE

- Staff will come retrieve the soldiers at the appropriate time. Soldiers should never go backstage without staff.
- Supervisors should remain on stage right.
- One supervisor stands at the front of the line of soldiers, one at the back to keep them out of the pathways being used by others
- Supervisors help collect the prop guns and store them in the bin after the dance

AFTER DANCING

- Except for the 2 Trumpet Soldiers, who remain in costume (can remove mask and hat for a while), return all costumes back to where you found them and clean up your area.
- 2 Trumpet Soldiers join the mice in the Wardrobe Room
- Students are dismissed at intermission, after receiving notes from staff
- Students must check-out or report to the lounge when dismissed.

MICE

ASSIGNED DRESSING ROOM

- Wardrobe Room/Men's Locker Room

NUMBER OF CHILDREN IN EACH CAST

- 5 Small Mice

COSTUMES

- Upon Arrival
 - Review posted general costume rules
 - Check that all costume pieces are present and in good repair
- Start dressing when you hear the performance music start
- Make sure to leave the dressing rooms with heads and 2 gloves each (except head of stove mouse)

TO THE STAGE, ACT II

- Staff will come retrieve the mice at the appropriate time. Mice should never go backstage without staff.
- Supervisor should remain on stage left

AFTER DANCING IN ACT I

- Remove head, gloves and coat for a short while.
- 5 minutes before the end of intermission, put coat back on.

TO THE STAGE, ACT II

- At the places call, report backstage with staff

AFTER DANCING IN ACT II

- Return to dressing room and unless doing post show photos, return all costume pieces
- Students must check-out or report to the lounge, unless post show photos

POST SHOW PHOTOS

- Keep costume on, except coat, head and gloves. Remain in dressing room.
- When Mother Gingers leave for bows (not their dance), bring your coat, head and gloves with you backstage. Put on coat during the bows.
- Report to Stage Managers console after bows and continue with Post-Show Photo instructions.
- Put head and gloves on before leaving for photos.

MOTHER GINGER'S CHILDREN

ASSIGNED DRESSING ROOM

- Wardrobe Room/Men's Locker Room

NUMBER OF CHILDREN IN EACH CAST

- 12

COSTUMES

- Upon Arrival
 - Review posted general costume rules
 - Check that all costume pieces are present and in good repair
- Start dressing at intermission
- Girls dancing as boys report to wig room during intermission

TO THE STAGE

- Staff will come retrieve the students at the appropriate time, during Jacks. Students should never go backstage without staff.
- Supervisor should remain on stage left

AFTER DANCING

- Return to dressing room. Remain in costume for bows

FINALE/BOWS

- Staff will retrieve students during Pas de Deux, second section, to line up for bows.
- Supervisor goes to Stage left

POST SHOW PHOTOS

- Report to Stage Managers console after bows and continue with Post-Show Photo instructions.

DISMISSAL

- Return all costumes and wigs as they were found.
- Clean up your area
- Students are expected to be checked-out at the stage door within 10-minutes of the end of the show.

GEESE

ASSIGNED DRESSING ROOM

- Wardrobe Room/Men's Locker Room

NUMBER OF CHILDREN IN EACH CAST

- 3

COSTUMES

- Upon Arrival
 - Review posted general costume rules
 - Check that all costume pieces are present and in good repair
- During intermission dress into tights and body suit
- During Angels dress in body, bibs, wings
- When leaving the dressing room, supervisor carries heads and box of feet

TO THE STAGE

- Line up downstairs by door to stage right during angels and wait for angels to pass by then go to stage right
- During Arabian put on feet and heads while backstage
- During the geese dance, supervisor goes to stage left and waits for geese downstage where they will exit.

AFTER DANCING

- Go to hallway at top of stage left stairs and place heads and feet for later.
- Wait here for the finale/bows

FINALE/BOWS

- When the pas de deux starts, put on heads and feet
- With staff, go backstage right
- After finale and bows, return to top of stairs, remove heads and feet
- Return to dressing room

DISMISSAL

- Return all costumes as they were found.
- Clean up your area
- Students are expected to be checked-out at the stage door within 10-minutes of the end of the show.
- Geese do not participate in post-show photos

ANGELS

ASSIGNED DRESSING ROOM

- Men's Chorus Room (door label only, this is girl's space)/Men's Locker Room

STUDENT ARRIVAL

- Parent volunteers arrive 15-minutes before the children. There should always be at least one volunteer in the dressing room while another is making trips to the stage door to collect angels as they arrive to the theatre. This process is on-going until all angels have arrived.

NUMBER OF CHILDREN IN EACH CAST

- 12

COSTUMES

- Upon Arrival
 - Review posted general costume rules
 - Check that all costume pieces are present and in good repair
- When Soldiers leave for Battle Scene, all angels should take turns going to the bathroom
- When Soldiers return to dressing room put on costumes (vest, pajamas, booties, bow) but NO WINGS
- Ballet class attire should be worn under costumes, except boys should not wear their black shorts.
- When the 15-minute call is made during intermission, begin to put on wings.

TO THE STAGE

- Once wings are on, children line up in their order in the dressing room
- Staff will come to bring students upstairs at the 5-minute call. Do not leave go without the staff.
- Two volunteers go to stage right, one to stage left

AFTER DANCING

- Return to dressing room
- Remove wings only and wait for finale/bows

FINALE/BOWS

- Staff will retrieve Angels during Pas de Deux.
- Two volunteers go to stage right and one to stage left
- After finale and bows, return to dressing room

POST-SHOW PHOTOS

- One parent volunteer sees that any angels in the post-show photos are brought to the stage manager's console after bows.

DISMISSAL

- Return all costumes as they were found and clean up your area
- Students are expected to be checked-out at the stage door within 10-minutes of the end of the show.

CHECK-OUT VOLUNTEER

- When the show begins, report to stage door
- Sit at the Stage Door and as cast member are picked up by family and friends, mark them as checked-out.
- Cast members will leave throughout the second act and after the show. Staff will take over as soon as the show ends.
- The check-out volunteer does not need to “judge” who checks out, as there are many different circumstances that would keep a child at the theatre longer than their role. Don’t be worried someone is missing. The staff will be sure everyone is accounted for at the end of the show.
- When MBSA Staff have completed their duties backstage, they will come to take over the responsibility of checking out and you will be free to go.

LOUNGE

- The Lounge volunteer checks in at the Stage Door when you bring your student to the theatre.
- You will receive a pass to watch the first half of the show from the audience. Wait until the lights are dimmed and then select an open seat.
- At intermission, report to the Artists Lounge on the lower level.
- Please supervise the students who are in the lounge during the second act. These students are from the first act but for various reasons (car pools, parents in audience, etc) will be at the theatre until the end of the show. Be sure students are following the posted rules in the lounge. There is a television monitor in the lounge that plays the show live.
- Students are expected to follow the posted lounge rules and the supervisor should enforce them:

MILWAUKEE BALLET LOUNGE RULES

- The lounge is closed to the MBSA student cast until 10-minutes into intermission
- Once students have arrived to the lounge, they must remain there during all of Act II. They may not return to dressing rooms.
- No one in costume is allowed in the lounge
- This is the only room for eating or drinking
- No running
- No climbing on furniture
- Keep the noise level reasonable so people watching the show on the monitor can hear the music
- Clean up after yourself and push in chairs when you leave the room
- Do not leave personal belongings in the lounge
- At the end of the show, walk with the students to the stage door. Students may not reenter dressing rooms at this time.

GREETERS & GREETER SUPERVISORS

- Arrive 1 hour prior to performance time. Parent supervisors should bring a watch/clock to keep track of the time while greeting.
- Upon arrival, the 6 Greeters and the 2 Parent Supervisors check in with MBSA Staff at the Stage Door and proceed to dressing room.
- Greeters get into costume right away.
- Once all greeters are ready, parent supervisor takes his/her group upstairs.
- Stop at the MBSA Check-in area to gather fliers to distribute to patrons.
- Continue to assigned area:
 - First Floor = either side of the Orchestra section. Remain on carpeted areas. Use the box office lobby only to pass through between sides of the orchestra, do not linger in the box office area.
 - Second Floor = around the boutique, skywalk, etc.
- Greet patrons and distribute information as a group.
- Talk about your experiences at MBSA and during *The Nutcracker* season. Circulate, spread out and be friendly and outgoing towards patrons.
- Encourage patrons to attend the post-show photo session
- Mice and Soldiers may not remove heads or masks in front the patrons. Return to the stage door if you need a break.
- Patrons may take photos with the greeters but they may not touch costumes.
- Fifteen minutes before the start of the performance return any remaining fliers to the MBSA Staff at the Stage Door and return to Dressing Room.
- Parent supervisor should not return to the dressing area but should let MBSA staff know the students have returned from greeting.

POST-SHOW PHOTOS

- Photos are in the Anello Atrium, across from the Ballet Boutique. Meet your child at the photo area immediately following the show. Staff will bring the children to the photo area.
- Parents must accompany their cast member always during Post-Show Photos as students are considered “checked-out” by MBSA staff once they go to Post-Show Photos.
- The photo session usually lasts 20 minutes after the performance ends.
- Suggested donation is \$10, cash only, is collected by the staff member only
- Parent Volunteer: Patrons will cue into a stanchioned line to wait for the cast to arrive.
- Parent Volunteer: Once the cast arrives to the photo area, organize the cast members against the backdrop.
- Parent Volunteer: Patrons enter the photo area one group at a time.
- Photos are taken with personal cameras or devices of the patrons.
- A parent volunteer should be available to take patron photos, as needed.
- When the session is over, escort your child to the dressing room. All pieces of the costume must be returned to their proper place (wigs returned to wig room, laundry to laundry room, costumes on hangers, shoes/boots neatly on floor or in wardrobe boxes, etc).

BALLET BOUTIQUE

- Check in is one hour prior to the performance start time.
- Check in at Boutique, not at stage door. Please wait in the atrium, not inside the Boutique, until the lead person has arrived and checked in volunteers.
- Volunteers should not enter the boutique area until the lead person arrives with and has time to set up the payment station.
- The lead volunteer will provide additional instructions upon check-in.
- Children and family members of the volunteers may not enter the boutique area (especially children under 14 years of age).
- Boutique volunteers may be able to take an empty seat to watch the performance, pending availability.
- Volunteers work before the show, during intermission and after the show.
- If your child is in Act I, he/she should wait in the lounge backstage until the end of the show, unless another adult is picking he/she up at intermission.
- Student cast members can check themselves out and meet you at the boutique after the show or, if you would prefer, you can let the lead boutique volunteer know you must go check your child out after the show before continuing to work. Students in Act I can be picked up immediately after the show. Students in Act II should be picked up about 10 minutes after the curtain drops.
- End time is approximately a half an hour after the performance is over.

MILWAUKEE BALLET LOUNGE RULES

- The lounge is closed to the MBSA student cast until 10-minutes into intermission.
- Once students have arrived to the lounge, they must remain there during all of Act II. They may not return to dressing rooms.
- No one in costume is allowed in the lounge.
- This is the only room for eating or drinking.
- No running.
- No climbing on furniture.
- Keep the noise level reasonable so people watching the show on the monitor can hear the music.
- Clean up after yourself and push in chairs when you leave the room.
- Do not leave personal belongings in the lounge.
- At the end of the show, walk with the students to the stage door. Students may not reenter dressing rooms at this time.

the Nutcracker