



FAMILY GUIDE FOR *the Nutcracker*

As of July 8, 2019. Subject to change.

Without your generous help, patience, and support, the production of *The Nutcracker* could not take place. **There is a great deal of responsibility involved in your participation in *The Nutcracker*. Please carefully read through the following information (even if you have been in the show before, as there is new information) and keep this for reference.**

COMMUNICATION

- Nearly all communication regarding *The Nutcracker* will be done via email and posted online. Bookmark this link! <https://www.milwaukeeballet.org/school-academy/current-students/student-cast-information/>
- We must have two contact numbers for each student dancer (home, parent's work, cell, etc).
- The cast contact list will be distributed in late November/early December so you can communicate with your child's alternate cast member in case of an emergency.

MANDATORY CAST MEETING

- **Saturday, October 5 from 1:00-2:30 at the Baumgartner Center for Dance**
- **Mandatory for all student cast members and one parent/guardian of each child**, even if you have been in the show in past years. Exceptions only for those who listed this conflict on their audition form.
- Volunteer Sign-up details will be reviewed
- Box Office will be open for ticket sales
- Bring your calendar
- Bring a portable chair, if you prefer not to sit on the floor of the studio

IMPORTANT PHONE NUMBERS AND WHEN TO CALL

Baumgartner Center	414-902-2100	Monday-Friday and during weekend rehearsals
Staff Cell Phone	414-334-1114	For use when students are at the Marcus Center

VENUES

Baumgartner Center for Dance

128 N Jackson St, Milwaukee, WI 53202

Location of auditions, cast meeting, costume fittings, studio rehearsals

Free street parking available

Loading zone for quick drop off and pickup. No parking here. Do not leave your car unattended.

Marcus Center for the Performing Arts, Stage Door

Located under the skywalk between parking structure and theatre
127 E. State Street, Milwaukee, WI 53202

- Marcus Center only credit card payments when entering the garage
- Cast member and volunteer entrance and exit for stage rehearsals and performances
- Metered street parking or parking structure available
- Large loading zone for drop offs and pickups, but do not leave your car unattended
- Audience members enter the lobby at 929 N. Water Street

TICKET INFORMATION

- 25% discount for regular tickets for all shows. **MBSA parent/guardian Promo Code is MBSA1920.**
- Ticket exchanges cost \$1/seat except for families with children in *The Nutcracker* cast (when ticket exchanges for cast reasons are complimentary).
- Share a 15% discount code to share with your **Friends & Family. This Promo Code is FFMBSA.**
- A 50% off Day-Of-Show Discount Card to use at Marcus Center or Pabst Theater was mailed to your home at the start of the school year.
- Please note Milwaukee Ballet Box Office normally charges a \$4/ticket transaction fee. For MBSA parents, Milwaukee Ballet Box Office only charges \$5/order (similar to subscribers). If you buy tickets through Marcus Center Box Office, the ticket transaction fee is \$4.50/ticket. Tickets are also available online through Ticketmaster (via www.milwaukeeballet.org) and these transaction fees vary based on the size of the order.
- **Students in the show do not need a ticket, unless they dance in Act I (Party Scene and Battle Scene) and will be watching Act II from the audience.** If you do not wish to purchase a ticket for your child when you are in the audience, your child may watch the second act from the backstage student lounge.
- Student matinee tickets are only available to official school groups by contacting Emily Kinzel at ekinzel@milwaukeeballet.org or 414-902-2126. Tickets to school matinees are not available to the general public or families of cast members.

VOLUNTEERS

- Volunteers are critical to the success of the show and provide an exciting insiders-look at the production.
- Volunteer opportunities will be discussed at the mandatory full cast meeting.
- Only Backstage Supervisors who are volunteering for the specific performance/rehearsal are allowed in the backstage area.
- A backstage access pass will be issued to the backstage supervisors for the scheduled rehearsals and performances.
- Volunteers must attend a training session in late November/early December.

- Volunteers are eligible to use a discounted parking voucher when they are on duty.

STUDIO REHEARSALS

- **All rehearsals are required, unless you reported a prior commitment at auditions.**
- **The rehearsal calendar is subject to change. The most current calendar can be found at:** <https://www.milwaukeeballet.org/school-academy/current-students/student-cast-information/>
- Be ready to dance, not arriving to the building, at the beginning of each scheduled rehearsal.
- Dress in regular ballet class attire.
- Artistic Staff has the right to replace any cast member due to missed or late arrival to rehearsals.
- When students rehearse with the Company, some last-minute schedule changes may be unavoidable.
- Ballet classes missed for rehearsals may be made-up but these absences do not count toward overall attendance records.
- Students are encouraged to take classes at BCD before and after rehearsal, as available.
- Submit the letter received with your acceptance packet to your child's academic school, if needed, to support absences from school for rehearsals or performances.

THEATRE REHEARSALS (At the Marcus Center)

- Always come dressed in regular ballet class attire with warm-up clothes to wear over dance attire.
- Always wear hair and make-up as you have been instructed to do so for the performances for these rehearsals.
- Parents are welcome to observe rehearsals by sitting in rows T through Y only.
- Arrive 30-minutes prior to the start of rehearsals at the Marcus Center unless the calendar lists otherwise.

PERFORMANCES

- Always have your regular ballet class attire with you at the theatre. Some dancing out of costume may take place before the show.
- See below for details about costumes and make-up. Hair and make-up must be done before arriving to the theatre.
- You must adhere to your committed performance dates and times and are "on call" for alternate performances.
- Standby casts are for emergency use only – not for convenience. Do not call your alternate unless you have a critical situation that prevents your child from dancing.
- If emergency circumstances arise that warrant your child's absence from a scheduled performance, first contact your alternate and then call 414-334-1114 to inform a staff member.
- "On call" cast members must always be available by phone in case of an emergency for all alternate performances. Cast A & B are alternates for each other. Cast C & D are alternates for each other. For Geese, Cast A alternates with Cast B, Cast B alternates with Cast C and Cast C alternates with Cast A.

- Keep your performance supplies with you if you are away from home during an alternate performance.
- **If a cast member is more than 10 minutes late and has not spoken to a Staff Member, an alternate will be called and the scheduled cast member will not dance at that performance, even if they arrive late.**
- **Cast members must be picked up on time after each performance. PLEASE, do not ask your child to call you when the show is over. The show is 2 hours long, every time. It will take the students a few minutes to change and return to the stage door but every child must be picked up 2 hours and 15 minutes after the show begins.**
- Guests, including parents/guardians, will not be allowed backstage unless they are scheduled to volunteer.

For Performances, the time the show begins is listed on the calendar.

Students arrive and depart as follows.

ALL STUDENT CAST MEMBERS MUST CHECK IN WITH MBSA STAFF AT THE STAGE DOOR BEFORE REPORTING TO THE DRESSING ROOMS. IF THE STAFF HAS STEPPED AWAY, PLEASE WAIT FOR THEM TO RETURN.

ROLE	ACT	ARRIVAL TIME	DEPARTURE TIME
Friends	Act I	90 minutes before show time	75 minutes after show time
Party Kids	Act I	75 minutes before show time	75 minutes after show time
Soldiers	Act I	45 minutes before show time	75 minutes after show time *2 trumpet soldiers who are in the start of Act II depart 90 minutes after show time
Mice	Act I & Act II	45 minutes before show time	90 minutes after show time
Geese	Act II	15 minutes before show time	2 hours 15 minutes after show time (aka end of show)
Mother Ginger Children	Act II	15 minutes before show time	2 hours 15 minutes after show time (aka end of show)
Angels	Act II	15 minutes before show time	2 hours 15 minutes after show time (aka end of show)



COSTUME FITTINGS

- You will be emailed to schedule a 15-minute costume fitting.
- The fittings take place at the Baumgartner Center for Dance in the Costume Shop, Monday through Friday.
- Wear regular ballet class attire to fittings
- Those who accompany the dancer to the fitting must wait in one of the BCD lounges during the fitting.

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 when changing into costumes.
- Bring a small pouch with extra supplies (hair spray, bobby pins, hair net, eye shadow, blush, lipstick, 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, except boys as listed below.
- All students must wear clear drying, deodorant/anti-perspirant with costumes.
- All costume pieces will be provided except those listed in the last column below.
- Mice, Geese and any girls dancing as boys must provide their own wig cap. These are inexpensive and available on-line or at beauty supply stores.
- Costumes must only be worn/used as intended. No rolling on the ground or running in costumes.
- Use extra care with delicate parts of costumes like teeth, tails, heads, etc
- Any costume issues should be reported to the wardrobe staff directly and immediately.

ROLE	HAIR REQUIREMENTS	MAKE-UP REQUIREMENTS	ITEMS PROVIDED BY THE STUDENT
FRIEND	<p>Girls - Hair in medium bun, individual hair pieces provided by the Company.</p> <p>Boys (Girls) - Hair divided into sections with many small pin curls or French braids to lie <u>very flat</u> against the head; own wig cap required.</p> <p>Boys – natural hair style</p>	<p>Girls wear mauve or soft brown eye shadow and a light application of dark brown eyeliner and one coat of mascara.</p> <p>Medium pink lipstick (a shade that brightens the natural lip color, not one that changes your lip color) and rouge (soft and blended) should be worn.</p> <p>Male dancers or girls costumed as boys should wear a very light application of brown eyeliner, one light coat of mascara, brownish blush and neutral lipstick.</p>	<p>Girls dancing as girls - Pink tights and pink leather ballet shoes</p> <p>Girls dancing as boys - Black jazz shoes, pink tights, and white socks. Bra as needed but no leotards under costume pants.</p> <p>Boys – short sleeve white t-shirt, dance belt, white socks, black jazz shoes</p>
PARTY KID	<p>Girls - Hair parted down the middle, low bun; hair pieces provided by the Company.</p> <p>Boys (Girls) - Hair divided into sections with many small pin curls or French braids to lie <u>very flat</u> against the head; own wig cap required</p> <p>Boys – natural hair style</p>	<p>Girls wear mauve or soft brown eye shadow and a light application of dark brown eyeliner and one coat of mascara.</p> <p>Medium pink lipstick (a shade that brightens the natural lip color, not one that changes your lip color) and rouge (soft and blended) should be worn.</p> <p>Male dancers or girls costumed as boys should wear a very light application of</p>	<p>Girls dancing as girls - Pink tights, nude camisole leotard.</p> <p>Girls dancing as boys - pink tights. Bra as needed but no leotards under costume pants.</p> <p>Boys – short sleeve white t-shirt, or dance belt</p>

		brown eyeliner, one light coat of mascara, brownish blush and neutral lipstick.	
MICE	Hair in a medium bun to hide under costume head. Own wig cap.	No make-up	Regular ballet class attire
GEESE	Hair in a medium bun to hide under costume head. Own wig cap.	No make-up	Regular ballet class attire
SOLDIERS	Hair parted down the middle in two high buns on either side, close together, on top of the head to be hidden under the hat. See photo example: 	No make-up	ALL: white, slim fitting t-shirt, sized or cut to be above the navel. This keeps the inside of the costume coats clean. The shirt cannot hang down below the jacket. GIRLS: pink tights, no leotards BOYS: dance belt
ANGELS	Hair is to be pulled half-back with hair down the back curled. Hair accessories must be the same color as hair. See photo example: 	No mascara, eyeliner, or eye shadow. Medium pink lipstick (a shade that brightens the natural lip color, not one that changes your lip color) and rouge (soft and blended) should be worn.	Girls: pink tights and ballet shoes, light blue class uniform leotard Boys: white brief-style underwear or dance belt, white t-shirt, ballet shoes
MOTHER GINGER CHILDREN	Girls- Hair in low bun with headpieces provided by the Company. Boys (Girls) - Hair divided into sections with many small pin curls or French Braids to lie <u>very flat</u> against the head; own wig cap. Boys - natural hair style	Girls wear mauve or soft brown eye shadow and a light application of dark brown eyeliner and one coat of mascara. Medium pink lipstick (a shade that brightens the natural lip color, not one that changes your lip color) and rouge (soft and blended) should be worn. Male dancers or girls costumed as boys should wear a very light application of brown eyeliner, one light coat of mascara, brownish blush and neutral lipstick.	Girls: pink tights, leotard Boys: dance belt, white t-shirt

CAST PHOTOS

- Each student cast member of *The Nutcracker* may have a “school picture” style photograph taken in costume, on a backdrop, by a professional photographer.
- Photo ordering details will be distributed in early December.

CAST T-SHIRTS

- A special t-shirt for *The Nutcracker* will be created with a list of all student cast members on the back.
- Order information will be made available in October.

FOOD

- Eat a light balanced meal up until two hours prior to a performance.
- No eating or drinking is allowed in the dressing rooms.
- No eating or drinking is allowed while wearing costumes.
- The vending machines will be off limits to student cast members.
- Students are allowed to eat only in the Artists Lounge during Act II and only after their responsibilities have been completed on stage and they are out of costume.

Please do not hesitate to ask if you have any questions.

Once again, THANK YOU for your dedication to *The Nutcracker!*

We are looking forward to a great production!