Family Guide for *The Nutcracker*

As of September 22, 2021. Subject to change.

It is a great privilege to be part of *The Nutcracker*. You/your child have/has been selected as one of 125 student cast members. Cast members and their parents/guardians are expected to read all information about the production, stay fully informed throughout rehearsals and performances, respect this opportunity, and conduct themselves professionally during this process.

COMMUNICATION
- Nearly all communication regarding *The Nutcracker* will be done via email and posted online. Bookmark this link! [https://www.milwaukeeballet.org/school-academy/mbsa-audition-cast-info/](https://www.milwaukeeballet.org/school-academy/mbsa-audition-cast-info/)
- We must have two contact numbers for each student dancer.
- 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 9 from 1:00-2:30 online via Zoom.
  - [Join Zoom Meeting](https://example.com) Meeting ID: 848 1364 2820 | Passcode: 077288
- 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
- Bring your calendar

IMPORTANT PHONE NUMBERS AND WHEN TO CALL

<table>
<thead>
<tr>
<th></th>
<th>Phone Number</th>
<th>Availability</th>
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</thead>
<tbody>
<tr>
<td>Baumgartner Center</td>
<td>414-902-2100</td>
<td>Monday-Friday and during weekend rehearsals</td>
</tr>
<tr>
<td>Staff Cell Phone</td>
<td>414-334-1114</td>
<td>For use when students are at the Marcus Center</td>
</tr>
</tbody>
</table>

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 Performing Arts Center, Stage Door
Located under the skywalk between parking structure and theatre
127 E. State Street, Milwaukee, WI 53202

- This is now a two-way street. Please circle the block to pull up to the curb or carefully cross the street with your student.
- Cast member and volunteer entrance and exit for stage rehearsals and performances
- Metered street parking or parking structure available
- Only credit card payments when entering the parking garage
- 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

- Nutcracker Student Cast will have access to an exclusive sale for student cast's immediate family only. Date of sale to be announced following cast assignment announcements.
- 25% discount for regular tickets for all shows. **MBSA parent/guardian Promo Code is MBSA2122.**
- 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 to use at Marcus Center will be distributed to each cast member's family.
- 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 your student is in Act I only, please plan to pick them up during intermission or purchase a ticket for them to join you in the audience for Act II.

FROM THE MARCUS CENTER | For audience members.

The health and safety of all our audience members, staff, volunteers, resident groups, and visiting shows continues to be the Marcus Center's highest priority. As we look forward to reopening our doors, we are dutifully monitoring all CDC guidelines and best practices in response to the COVID-19 pandemic. We are committed to enhancing our safety plan and implementing new measures throughout the building and grounds to create a safe environment while welcoming guests back.

**Vaccine & Testing Policy – Effective October 1, 2021, MPAC will require COVID-19 vaccinations or proof of negative test within 72 hours of events for all patrons age 12 and above attending indoor performances. Children under 12 are allowed into MPAC with an adult that meets vaccination or negative testing**
requirements. All guests 3 and older, must wear a mask that closely covers the mouth and nose while in the
venue regardless of vaccination status. Masks must be worn in MPAC at all times unless actively eating or
drinking. More information can be found online at https://www.marcuscenter.org/mpac-guide-reopening.

New procedures for screening people entering the building for events, including restricting the size of bags that
can be brought into the theaters, will be in place. Detailed information about prohibited items is posted on
https://marcuscenter.org/security.

We suggest that patrons plan to arrive 30-45 minutes prior to curtain to allow enough time for a security
inspection and to find their seat. To ensure the process goes as smoothly as possible, we suggest leaving
unnecessary personal items at home or securing them in the trunk of car before entering the Marcus Center.

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.
- Volunteers must:
  - Be adults that are fully vaccinated against COVID-19, meaning the volunteer date must be
    at least 14 days after the second dose of a two-dose COVID-19 vaccine or at least 14 days
    after a single-dose COVID-19 vaccine.
  - Submit a volunteer application. A background check will be conducted.
  - Sign a waiver from the Marcus Performing Arts Center.
- 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 has been updated since auditions and is subject to change.
- 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 and will be communicated as soon as possible.
- Ballet classes missed for rehearsals do not count toward overall attendance records.
- Submit the letter received in the email 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 Performing Arts 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.
- 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 preparations will take place out of costume, so students need ballet attire to wear.
- 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 non-illness 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.

  In the event that your student cast member has a positive COVID-19 test result, COVID-19 symptoms, or potential close contact with a positive case, please immediately call 414-334-1114 (available 24/7) to report this.

- “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 roles with 3 casts, 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.
- The show is 2 hours long, every time. Cast members must be picked up on time after each performance. PLEASE, do not ask your student to call you when the show is over, as you know when it will be over based on the start time and length of the show. It will take the students a few minutes to change and return to the stage door, but every student must be picked up within 2 hours and 15 minutes after the show begins.

  Students only performing in Act I do not have to wait until the end of the show to leave. See details below as to when your student can be picked up early.
- 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 MB SA STAFF AT THE STAGE DOOR BEFORE REPORTING TO THE DRESSING ROOMS. IF THE STAFF HAS STEPPED AWAY, PLEASE WAIT FOR THEM TO RETURN.

<table>
<thead>
<tr>
<th>ROLE</th>
<th>ACT</th>
<th>ARRIVAL TIME</th>
<th>DEPARTURE TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friends</td>
<td>Act I</td>
<td>90 minutes before showtime</td>
<td>75 minutes after show time</td>
</tr>
<tr>
<td>Party Kids</td>
<td>Act I</td>
<td>75 minutes before showtime</td>
<td>75 minutes after show time</td>
</tr>
<tr>
<td>Soldiers</td>
<td>Act I</td>
<td>45 minutes before showtime</td>
<td>75 minutes after show time</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>*2 trumpet soldiers who are in the start of Act II depart 90 minutes after show time</td>
</tr>
<tr>
<td>Mice</td>
<td>Act I &amp; Act II</td>
<td>45 minutes before showtime</td>
<td>90 minutes after show time</td>
</tr>
<tr>
<td>Geese</td>
<td>Act II</td>
<td>15 minutes before showtime</td>
<td>2 hours 15 minutes after show time (aka end of show)</td>
</tr>
<tr>
<td>Mother Ginger Children</td>
<td>Act II</td>
<td>15 minutes before showtime</td>
<td>2 hours 15 minutes after show time (aka end of show)</td>
</tr>
<tr>
<td>Angels</td>
<td>Act II</td>
<td>15 minutes before showtime</td>
<td>2 hours 15 minutes after show time (aka end of show)</td>
</tr>
</tbody>
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COSTUME FITTINGS

- You will be emailed to schedule a 15-minute costume fitting with the Wardrobe Department at the Baumgartner Center for Dance
- **Wear regular ballet class attire to fittings.**
- Students will be accompanied to their fitting by MBSA Staff. Parents/guardians should remain outside or in their vehicles.

COSTUMES

- Arrive to the theater with hair and make-up done.
- Always wear or have with 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 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 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 students performing in a wig must provide their own wig cap. These are inexpensive and available online 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.
• Finally, while this may be a sensitive issue, please know that even when students are on their menstrual cycle, they must still adhere to costume requirements. There are many articles online with creative solutions to this often self-conscious issue that all young dancers face. Please help your student work through this important need. Thank you!

<table>
<thead>
<tr>
<th>ROLE</th>
<th>HAIR REQUIREMENTS</th>
<th>MAKE-UP REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRIEND</td>
<td>Girl Roles Hair in medium bun, individual hair pieces provided by the Company.</td>
<td>Girl Roles 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. Boy Roles wear a very light application of brown eyeliner, one light coat of mascara, brownish blush, and neutral lipstick.</td>
</tr>
<tr>
<td></td>
<td>Boy Roles Long hair: divided into sections with many small pin curls or French braids very flat against the head; own wig cap required. Short hair: natural hair style</td>
<td></td>
</tr>
<tr>
<td>PARTY KID</td>
<td>Girl Roles Hair parted down the middle, low bun; hair pieces provided by the Company. Boy Roles Long Hair: divided into sections with many small pin curls or French braids very flat against the head; own wig cap required. Short hair: natural hair style</td>
<td>Girl Roles 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. Boy roles wear a very light application of brown eyeliner, one light coat of mascara, brownish blush and neutral lipstick.</td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MICE</td>
<td>Hair in a medium bun to hide under costume head. Own wig cap.</td>
<td>No make-up</td>
</tr>
<tr>
<td>GEESE</td>
<td>Hair in a medium bun to hide under costume head. Own wig cap.</td>
<td>No make-up</td>
</tr>
</tbody>
</table>
### SOLDIERS
- Long hair should be parted in 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
- 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.
- Pink tights (no leotards) and bra if needed; or a dance belt.

### ANGELS
- Long 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 make-up
- Regular ballet class attire

### MOTHER GINGER CHILDREN
- **Girl Roles**
  - Hair in low bun with headpieces provided by the Company.
  - Girl Roles 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.
- **Boy Roles**
  - Long Hair: divided into sections with many small pin curls or French Braids very flat against the head; own wig cap.
  - Short Hair: natural hair style.
  - Boy Roles wear a very light application of brown eyeliner, one light coat of mascara, brownish blush, and neutral lipstick.

### CAST T-SHIRTS
- A special t-shirt for *The Nutcracker* will be created with a list of all student cast members on the back. An order form will soon be available on the cast member website.

### 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 can eat only in designated areas 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!