

2024 Nutcracker Information Packet

INTRODUCTION

Thank you for participating in this year's 42nd production of "The Nutcracker". We sincerely hope you will enjoy your time with us as much as we enjoy providing this opportunity for the dancers.

Please visit our web site at www.tcbdance.com to be sure you have all current information. After reading the information below, if you have any additional questions, please direct them via email or at the front desk.

REHEARSALS

The success of a performance of this magnitude and complexity is based on a group of individual performers coming together as one interdependent group. The individual performance of each group member relies on the performances of the rest of the group. When one member of the cast is absent from a rehearsal or performance this impacts other performers. For this reason, it is very important that **all** cast, no matter the part in the performance, attend all rehearsals. **Continued absences could result in dismissal from the cast. Casting decisions are made at the sole discretion of the Artistic Directors and are not subject to discussion.**

We will make every attempt to stay on schedule. Rehearsal scheduling is at the discretion of the Artistic Directors based on their judgment of cast performance. We greatly appreciate your efforts in bringing and picking up your children on time.

TECH WEEK PROCEDURES

The stage crew will 'load in' to Braden Auditorium on the Sunday of Tech Week prior to the performance. This means that all props and costumes are taken to the Braden stage area. Please review the production regulations required by Braden prior to the start of rehearsals. **Each individual must set a positive example by acting in a courteous and considerate manner.**

Braden Auditorium Regulations:

1. Children cannot leave the dressing room/stage/wardrobe area to go to other areas in Bone Student Center or leave Braden Auditorium unless accompanied by an adult.
2. No one is allowed to sit in the audience during Tech Week rehearsals.
3. Videotaping and photography of the production is prohibited except by private hire of Twin Cities Ballet (TCB).
4. Food can only be consumed in dressing rooms. Absolutely no eating or drinking when participants are in costume.
5. Participants are asked to remain in their assigned dressing rooms until called to the stage, called to the wardrobe room, or called for "notes". One parent will be allowed in the dressing room with each dancer, due to limited spacing no siblings or additional individuals.
6. No one is allowed in the backstage area unless they are wearing a lanyard and have volunteered to help.
7. All personal items must be removed from the dressing rooms at the end of each evening. This includes flowers, food, cosmetics, and clothing. Floor and dressing table surfaces must be cleared for housekeeping personnel each night.
8. Parking is prohibited in the stage door/loading dock area. **Unauthorized vehicles will be towed at your expense by the ISU parking services.**
9. It is important to use "quiet" voices in the backstage hallways and wings. Loud noises can be heard on stage and in the audience and can cause cast members to miss their cues.
10. Absolutely no walking behind the backdrops to get to the other side of the stage.
11. No costume may be removed from the backstage area.
12. The doors to Bone Student Center will be locked during the first rehearsal (Wednesday/Thursday). You will only be able to enter/exit through the loading dock.

TECHNICAL REHEARSALS (Tech Week)

Technical rehearsals begin the week of December 1st. Sunday afternoon and Monday evening of “Tech Week” will be at the Twin Cities Ballet studios. Beginning Wednesday, December 4th, rehearsals will be at Braden Auditorium on the campus of Illinois State University (ISU). Tech Week is an important time to finalize spacing and rehearse in full costume/make-up on the stage. **Attendance is mandatory!** These rehearsals are important to the entire cast as one missing performer can disrupt the proper spacing of the rest of the cast. The only acceptable absences are illness or family emergency. Please notify TCB studios at (309) 663-9333 and leave a message explaining the absence. The safety and health of all cast performers is a top priority. As a result, it is important that no one performs if they are ill or injured. Anyone with a contagious illness (as well as family members of this individual) should not attend rehearsal to avoid infecting others.

COSTUMES

Every cast member will be assigned a specific costume and is responsible for the condition of the costume. Costumes will be distributed to the dancer in the dressing room they are assigned. Once costumes have been distributed you need to verify all pieces/parts are included. If you have a quick-change, it is the cast member’s responsibility to get his/her costume to the proper quick-change area on stage. When finished with the costume, return it to the dressing room on the original hanger and be sure to include all incidental pieces, hats, wings, petticoats, etc. If you have any problems with your costume, please bring it to the wardrobe room (location will be marked).

All costumes are the property of TCB. It is TCB policy that any costume worn on stage during a performance is the property of TCB and must be approved by the Wardrobe Mistress and the Artistic Director.

Please follow these rules in order to keep our costumes in good condition:

1. No eating or drinking allowed while in costume.
2. Use the restroom BEFORE putting on your costume!
3. Follow the Artistic Directors’ instructions regarding color of tights, shoes, hair, & make-up.

- **Party Girls, Mice, Sleigh Fairies** – pink ballet shoes, pink tights, nude leotard
- **Bon Bons** – tan jazz shoes, tan tights, nude leotard
- **Angels** – pink ballet shoes, pink tights, nude leotard
- **Sleigh Fairies** – pink ballet shoes, pink tights, nude leotard
- **Soldiers** – black jazz shoes
- **Party Boys** – black jazz shoes

DANCE MAKE-UP and HAIR

Dancers are encouraged to watch the following tutorial videos to learn how best to apply stage make-up and ballet buns for dress rehearsals and performances.

[Stage Make-up Tutorial](#)

[Ballet Bun Tutorial](#)

DRESSING ROOMS

Dressing room assignments will be posted on the doors of the dressing rooms in the backstage area. TCB is held responsible for the condition of the rooms each night and each person are responsible for his/her area. One parent will be allowed in the dressing room with each dancer, due to limited spacing no siblings or additional individuals.

DROP OFF & PICK-UP

Drop off and pick up cast members at the loading dock “Stage Door” of Braden Auditorium (NE Corner of College Avenue and University Street). To avoid being ticketed, please:

- do not pull into the loading dock parking lot to unload or pick-up
- do not leave your vehicle unattended or park in the loading dock area

Instruct your dancer to **wait inside the loading dock** area until you arrive for them. **Do not ask young children to wait outside on the loading dock area!**

PARKING

You have a few parking options for rehearsals and performances. Please observe all ISU parking regulations.

1. Drop off cast members and accessories along University Street at the Bone Student Center. Do not pull into the loading dock area! Cast members will then walk to the stage door of the southwest Braden loading dock.
2. The Bone Student Center pay lot will be available at the regular rate.

PICTURES

A photographer will be at the studio for pictures on November 16. Pictures are voluntary in any costume of dancer's part. A photographer will also take live-action shots at Braden on Wednesday and Thursday evening of tech week. **Full Dress and Make-up is required during all dress rehearsals at Braden Auditorium.** These pictures will be available online.

CAST GIFT EXCHANGES

It has become traditional for some cast members to exchange Nutcracker gifts. **This is a completely voluntary activity.** This practice is usually between the individual groupings of dancers. Most gifts have been Nutcracker or a holiday related trinket. You are under NO obligation to pass out items to other cast members.

SCHOOL MATINEES

The school matinee is a special performance for area schools to attend to expose their students to the performing arts. There will be one school matinee performance on Friday, December 6th at 10:00 am. This will require missing school or work for that day. It is important for those younger cast members missing school to **make arrangements with the school well in advance** so they may complete any missed assignments.

TECH WEEK REHEARSAL SCHEDULE

Sunday, December 1st	Rehearsal at TCB Studio 2:00-4:00 p.m. Company Barr 1:15 p.m. (Junior/Senior Company only) Load out at 1:30
Monday, December 2nd	Rehearsal at TCB Studios Company Barre 5:30 p.m. (Junior/Senior Company only) Act I Rehearsal 6:15 p.m. Act II Rehearsal 7:15 p.m.
Tuesday, December 3rd	NO REHEARSAL
Wednesday, December 4th	Rehearsal at Braden Auditorium Stage Crew Call 4:00 p.m. Company Call 4:45 p.m. Company Barre 5:00 p.m. (on stage) Cast Call 5:45 p.m. Full Dress Rehearsal 6:30 p.m. (full costume & make-up) Cast Out By 10:00 p.m.
Thursday, December 5th	Rehearsal at Braden Auditorium Stage Crew Call 4:00 p.m. Company Call 4:45 p.m. Company Barre 5:00 p.m. (on stage) Cast Call 5:45 p.m. Full Dress Rehearsal 6:30 p.m. (full costume & make-up) Cast out by 10:00 p.m.

PERFORMANCE SCHEDULE

Friday, December 6th

School Matinee Performance
Stage Crew Call 8:00 a.m.
Company Call 8:15 a.m.
Company Barre 8:30 a.m. (on stage)
Cast Call 9:00 a.m.
Performance Curtain 10:00 a.m.

BREAK

Public Performance
Stage Crew Call 5:00 p.m.
Company Call 5:15 p.m.
Company Barre 5:30 p.m. (on stage)
Cast Call 6:00 p.m.
Performance Curtain 7:00 p.m.

Saturday, December 7th

Nutcracker Experience Matinee
Stage Crew Call 11:00 a.m.
Company Call 11:30 a.m.
Company Barre 11:45 a.m.
Family Experience 1:00-2:30 p.m.
Cast Call 2:00 p.m.
Performance Curtain 3:00 p.m.

Sunday, December 8th

Public Matinee Performance
Stage Crew Call 12:00 p.m.
Company Call 12:15 p.m.
Company Barre 12:30 p.m.
Cast Call 1:00 p.m.
Performance Curtain 2:00 p.m.

Update Summary

- 10/10/24 – updated date for pictures from 11/23 to 11/16, removed Video/T-Shirts from Pictures section