

MENLOWE  
B A L L E T



*Welcome to  
It's a Wonderful Nutcracker 2018*

Congratulations and welcome to It's a Wonderful Nutcracker 2018! We are very excited for this year's production and hope you are too. Performing in IAWN is fun and rewarding but also a big responsibility. As a cast member, you will be dancing alongside professional dancers, with an audience that expects a high level of excellence. This guide was created as a resource for you and your family to ensure a successful and rewarding rehearsal and performance experience.

**THE 2018 PERFORMANCES ARE AS FOLLOWS:**

Friday, December 14 at 7:00p

Friday, December 21 at 7:00p

Saturday, December 15 at 2:00p & 7:00p

Saturday, December 22 at 2:00p & 7:00p

Sunday, December 16 at 11:30a\*

Sunday, December 23 at 11:00a

Sunday, December 16 at 2:00p

*\*This is our abridged sensory-friendly performance with run time of 45 minutes and only includes the Carolers and Flowers.*

**IMPORTANT CONTACT INFORMATION**

While our primary form of communication is email, the rehearsal schedule is available under the Performance Opportunities tab on the Menlo Park Academy of Dance website [www.menloparkacademyofdance.com](http://www.menloparkacademyofdance.com)

Lead Parents will be assigned for each student group and you will be notified of their contact information. Lead parents will be your primary source of information during the rehearsal season, and may reach out to you for assistance at costume fittings, postcard labeling, etc.

**Lisa Shiveley, Executive Director**

Please contact when your child is sick/missing rehearsal. Please include your child's name and Nutcracker role in the email. Email: [lisa@menloweballet.org](mailto:lisa@menloweballet.org), Phone: 650-743-1454

**Nicole Taylor, Volunteer Coordinator**

You will receive a Sign-up Genius form from Nicole in early October. This will contain descriptions of volunteer opportunities and ways to sign up at the theater before and during performances. She is your primary contact for all theater volunteer-related questions. Email: [nicoletaylor1@gmail.com](mailto:nicoletaylor1@gmail.com), Phone: 650-444-4154

## REHEARSALS

Rehearsal time is limited so please make sure your dancer attends all rehearsals and arrives at the studio on time. Absences (must be pre-approved) and tardiness hold up the progress of the whole group. For real time information on the rehearsal schedule, please visit the Performance Opportunities tab on the Menlo Park Academy of Dance website [www.menloparkacademyofdance.com](http://www.menloparkacademyofdance.com).

It is your responsibility to check for calendar updates on a regular basis. Rehearsals are subject to change, but we will do our best to adhere to the original calendar.

## COSTUMES

There are two initial costume fittings scheduled (9/23 & 10/21) with our professional costumers who travel a significant distance to the studio. Please consult the rehearsal schedule and note which date your child is scheduled for her fitting. We are not able to schedule alternate fittings so it is imperative that your child attend her assigned fitting.

## BALLET SHOES, TIGHTS, LEOTARDS, AND UNDERGARMENTS

Included in your participation fee are the ballet shoes, tights, leotards and undergarments required for your daughter's role. For the first time we will place one central order for all of these items. On October 14 a representative from Dancer Dejour will be in Studio 4 to fit your child for her ballet shoes, tights (2 pairs for each role), and leotards/undergarments as needed. Again, please consult the rehearsal schedule and note which time on 10/14 your child is scheduled for her fitting. All of these items will be distributed to you prior to Tech Week at the theater. Please put your child's name in each of her ballet shoes and pairs of tights.

For each performance, students should wear freshly laundered leotards, tights, etc. Ballet shoes will remain at the theater with their costume(s) but you are free to take these other items to wash, provided that your daughter has these pieces when she returns to the theater.

After the final performance you are welcome to take the ballet slippers, tights and leotards home to keep.

## VOLUNTEER OPPORTUNITIES/EXPECTATIONS

This production has many layers of complexity with over 20 professional dancers and 90 student dancers performing, as well as the myriad of costumes, props, sets required to bring our story to life. To ensure the best audience and student dancer experience, we need each participating family to assume 3 volunteer slots at the theater (if you have more than one child in the production please sign up for 6 slots). You will receive an email from the Volunteer Coordinator by early October with a description of each role and a sign-up form. If you need to change your volunteer slots after you have signed up, it is your responsibility to find your replacement (contact other cast members to switch, etc.).

In addition, we ask that you become ambassadors in your community to build awareness about this heartwarming production. Below are ways you can support this effort:

**Poster hanging:** this is a significant way to spread the word about Nutcracker. We need a team of volunteers to ensure our posters are hung in as many local businesses as possible. Posters will be available in Studio 1 starting November 4.

**Postcard Distribution:** starting on 10/21 we will have postcards available in Studio 1 for families to distribute to their school, neighborhood, teammates, etc. Having your child write a note on the back of the postcards is a great way to personalize the invitation!

**Social Media:** Please “like” Menlowe Ballet on Facebook or or follow via Instagram and share news about *It's a Wonderful Nutcracker* on the social channel of your choice. Please be advised that we will have one-minute videos available for distribution in November!

**Group Sales:** Consider organizing a group to join you at a performance – fantastic way to build community! (Group discount of 15% is available for 10 or more per performance – use discount code GROUP at check out)

**General support:** labeling postcards, etc.

Lead parents will reach out to you regarding further instructions/support on how to promote the production.

## STUDENT ETIQUETTE

Professional behavior is expected of every performer at all times. Students must conduct themselves in a responsible and courteous manner during all rehearsals, costume fittings, and performances. The following behavior should be observed by all backstage:

- Dancers should be respectful, inclusive, and supportive of one another at all times
- No cell phone use  
(please make all arrangements prior to dropping dancer at studio or theater)
- No photography backstage or during rehearsals  
(unless expressly permitted by staff)
- No running, pushing, yelling, or unkind language
- No eating, drinking (other than water)
- No sitting in costume
- No chewing gum at any time
- No entering the theater/lobby wearing stage make-up or any part of their costume - please ensure your child is dressed in nice clothes/shoes before entering the lobby
- No parents, friends, pets etc. are permitted back stage before, during, after the performances

We encourage you to send your child to the theater with:

- Blanket or mat to use while stretching and waiting to perform
- Water bottle (with their name on it) and non-messy snack (no nuts due to allergies)
- Quiet activity (homework, book, etc.)
- Supplies to repair hairstyle/make-up (including lipstick)

At the theater students are expected to clean up after themselves in the dressing room and keep track of their personal belongings. Please remember to leave all valuables at home and do NOT remove performance ballet shoes from the theater at any time.

Hair and Make-Up (except for lipstick) should be completed prior to dropping your dancer at the theater unless otherwise instructed. Additional specialty make-up for Baby Mice, Battle Mice and Tigers will be done by staff or parent volunteer upon arrival.

## **ARRIVAL TIMES AT THE THEATER**

Student dancers are dropped off and picked up at the outside Cafeteria door. Parents are not permitted to enter the dressing room unless they are volunteering for that show. (please see map)

We ask that you adhere closely to these arrival times. Dropping your student off too early can create a very long day for your dancer and cannot be accommodated.

All student dancers (except for Petite Cirque and Chimney Sweeps) should arrive 75 minutes prior to curtain. For the matinee, please drop your dancer (in full hair/make-up, except for lipstick!) at 12:45p; for evening performance 5:45p.

For Petite Cirque and Chimney Sweeps, please drop your dancer 30 minutes prior to the performance (1:30p; 6:30p).

12/23 11a show arrival times are 9:45a for student dancers; 10:30a for Petite Cirque and Sweeps.

## **PERFORMERS SEEING THE SHOW**

Only Act I performers are permitted to join their family in the theater for Act II. Please note that these student dancers must have a ticket to that performance. At intermission, students must be met by a family member in the dressing room and escorted to her seat. Please note that no one is allowed in the audience with costume or make-up. Students should be dressed in nice clothes/shoes before taking their seat.

## **PICK-UP TIMES AT THE THEATER**

Following each performance, a parent volunteer will stay at the student's dressing room door until all students are picked up. All students **MUST BE MET** by a parent or person designated on the sign-in/out sheet. For their safety, students will not be released to anyone not listed. Act I dancers may be picked up at intermission to go home to rest or attend the rest of the performance (see above); Act II students are expected to be picked up promptly and no later than 10 minutes following the conclusion of the performance. Parent volunteers responsible for student sign-out will be grateful for the faithful adherence to this request.

## GARMENT LIST – ITEMS TO BE WORN, BY ROLE:

Role	Shoes/Elastics	Tights	Leotard	Undergarments
Baby Mice	Pink Canvas, Single	Bloch Pink	White Tank	
Little Angels	Pink Canvas, Single	Bloch Pink		
Battle Mice	White Canvas, X			
Toy Nuts	Black Canvas, X		White Tank	
Flakes/Flowers		Capezio Ballet Pink		
Carolers	Black Canvas, Single	Bloch White		
Chimney	Black Canvas, X	Bloch White		
Italian	Flesh Canvas, Single			Nude Thong
Chinese	Black Canvas/Flesh X			Nude Thong
Acrobats/ Tightrope	Flesh Canvas, Single			Flesh Underwear
Clowns	Flesh Canvas, Single		Flesh	
Tigers	Black Canvas, Single	Bloch Black	Flesh	
White Tiger	Black Canvas, Single	Flesh		
Winter Park	Black Canvas, Single			

*\*Please note that elastic should be the same color as the ballet shoe except for Chinese.*

## HAIRSTYLE TO BE WORN, BY ROLE:

Students should arrive at the theater with their hair done as indicated below. They should also bring supplies to repair their hairstyle if necessary, including individual hairbrush, bobby pins and hairspray/gel. Performance-ready hair means no wisps; hairspray or gel should be utilized.

**ALL: Please remember that students should not share hairbrushes or combs.**

**Baby Mice:** Single French Braid down the back

**Little Angels:** Classic ballet bun, middle of the head so halo sits above the bun

**Battle Mice:** Single French Braid down the back

**Toy Nuts:** High Bun so bun tucks inside hat

**Carolers:** Single French Braid down the back

**Chimney:** Flat high bun to fit under cap

**Italian:** Classic bun

**Chinese:** Classic bun

**Flake/Flower:** Classic bun

**Petite Cirque:**

**Acrobats/Tightrope:** Classic Bun

**Clowns:** Classic Bun

**Tigers:** Single French Braid down the back

**White Tiger:** Single French Braid down the back

**Winter Park:** Pigtails for girls (varies); bun for boy to fit under cap

## MAKE-UP TO BE WORN, BY ROLE:

It is the responsibility of the parent to procure the following items:

### Baby Mice

Eye Shadow Maybelline Vanilla and Maybelline Mocha (or similar with matte finish)  
Blush L'Oreal True Match C7-8, Spiced Plum (or similar)  
Lipstick L'Oreal Classic Wine

### Little Angels

Foundation Please select a color that blends with your daughter's skin tone  
Eye Shadow Maybelline Vanilla and Maybelline Mocha (or similar with matte finish)  
Mascara Black  
Blush L'Oreal True Match C7-8, Spiced Plum (or similar)  
Eye Liner Black – put it along her lid at base of lashes and extend it just beyond the eye socket  
Lipstick L'Oreal Classic Wine

### Battle Mice

Foundation Please select a color that blends with your daughter's skin tone  
Eye Shadow Maybelline Vanilla and Maybelline Mocha (or similar with matte finish)  
Mascara Black  
Blush L'Oreal True Match C7-8, Spiced Plum (or similar)  
Eye Liner Black – put it along her lid at base of lashes and extend it just beyond the eye socket  
Lipstick L'Oreal Classic Wine

### Toy Nuts

Foundation Please select a color that blends with your daughter's skin tone  
Eye Shadow Maybelline Vanilla and Maybelline Mocha (or similar with matte finish)  
Mascara Black  
Blush NO BLUSH – we will add red dot stickers to cheeks  
Eye Liner Black – put it along her lid at base of lashes and extend it just beyond the eye socket  
Lipstick L'Oreal British Red

## **Carolers**

Eye Shadow	Maybelline Vanilla and Mocha (or similar)
Blush	L'Oreal True Match C7-8, Spiced Plum (or MAC Desert Rose)
Eye Liner	Black – put it along her lid at base of lashes and extend it just beyond the eye socket
Lipstick	L'Oreal Classic Wine

## **Chimney**

Eye Shadow	Maybelline Vanilla and Mocha (or MAC Vanilla/ Brun)
Blush	L'Oreal True Match C7-8, Spiced Plum (or MAC Desert Rose)
Eye Liner	Black – put it along her lid at base of lashes and extend it just beyond the eye socket
Lashes	Black (any brand)
Lipstick	L'Oreal Classic Wine

## **Italian**

Eye Shadow	Maybelline Vanilla and Mocha (or MAC Vanilla/ Brun)
Blush	L'Oreal True Match C7-8, Spiced Plum (or MAC Desert Rose)
Eye Liner	Black – put it along her lid at base of lashes and extend it just beyond the eye socket
Lashes	Black (any brand)
Lipstick	L'Oreal British Red

## **Chinese**

Eye Shadow	Maybelline Vanilla and Mocha (or MAC Vanilla/ Brun)
Blush	L'Oreal True Match C7-8, Spiced Plum (or MAC Desert Rose)
Eye Liner	Black – put it along her lid at base of lashes and extend it just beyond the eye socket
Lashes	Black (any brand)
Lipstick	L'Oreal British Red

## **Flake/Flower**

Eye Shadow	Maybelline Vanilla and Mocha (or MAC Vanilla/ Brun)
Blush	L'Oreal True Match C7-8, Spiced Plum (or MAC Desert Rose)
Eye Liner	Black – put it along her lid at base of lashes and extend it just beyond the eye socket
Lashes	Black (any brand)
Lipstick	L'Oreal Classic Wine

## **Petite Cirque**

Foundation	Please select a color that blends with your daughter's skin tone
Eye Shadow	Maybelline Vanilla and Maybelline Mocha (or similar with matte finish)
Mascara	Black
Blush	L'Oreal True Match C7-8, Spiced Plum
Eye Liner	Black – put it along her lid at base of lashes and extend it just beyond the eye socket. Please note that we will be painting whiskers on Tigers at the theater.

## **Acrobats and Tightrope Walker**

Lipstick	L'Oreal Classic Wine
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## **Tigers and Clowns**

Lipstick	L'Oreal British Red
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## **Winter Park**

Foundation	Please select a color that blends with your daughter's skin tone
Eye Shadow	Maybelline Vanilla and Maybelline Mocha (or similar with matte finish)
Mascara	Black
Blush	L'Oreal True Match C7-8, Spiced Plum
Eye Liner	Black – put it along her lid at base of lashes and extend it just beyond the eye socket
Lipstick	L'Oreal Classic Wine

For those dancers who need additional specialty make-up (Baby Mice, Battle Mice, Tigers), the Menlowe Ballet Team and parent volunteers will handle application after drop off at the theater.



# Menlo-Atherton High School

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