

The Nutcracker



**LEE HIGH
MAIN STAGE**

2018 Nutcracker Handbook

**THE
HOLIDAY CLASSIC**



A YULETIDE BALLET

AYBT's Nutcracker: A Yuletide Ballet

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AYBT's Nutcracker: A Yuletide Ballet

Welcome

August 2018

Dear Cast and Parents,

Welcome to the thirteenth annual production of Alabama Youth Ballet Theatre's *Nutcracker: A Yuletide Ballet*. We are looking forward to working with this cast of dancers and the enthusiasm and hard work that they are going to bring to this year's production. **THANK YOU** in advance for the hours of rehearsals and volunteer hours which our cast and families have committed to ensure that we have wonderful performances.

Communication is very important for a successful Nutcracker season. Please ensure that we have your correct email for both the cast member and family members. Rehearsal schedules will be posted on the website and on the bulletin boards at the studio approximately one or two weeks in advance. Also, please "like" us on Facebook at *Alabama Youth Ballet Theatre* and follow us on Twitter and Instagram @*alyouthballet*. To get text-blasts please text to 81010 and in the message slot put @*ncracker18*, and hit send. We hope that this **Nutcracker Cast Handbook** provides the answers to some basic questions that cast members and families may have. If you have any further questions, please feel free to ask chairpersons, seasoned Nutcracker cast members and families, or the directors.

David Herriott and Keren Gibb Hilliard, Directors

Rules and Regulations

1. Cast Members should **arrive** at the studio and/or venue **before** the stated **rehearsal time** in order to be **in dance clothes, warmed up, and ready to begin rehearsals** at the rehearsal **start time**.
2. **Check rehearsal schedules often** for changes and costume fittings. Rehearsal schedules are available online and on bulletin boards both upstairs and downstairs at the studio.
3. **Rehearsals** should be **quiet** so that directors can give directions. Please pay attention during your rehearsal time and refrain from loud talking and noises while watching.
4. **Dance Attire**
 - a. At rehearsals
 - i. Girls: leotard, tights, and ballet slippers (no elastic split bottoms)
 - ii. Boys: bicycle shorts, jazz pants, or tights and a white or black t-shirt or athletic shirt, and ballet slippers (no elastic split bottoms).
 - iii. Mice may have knee pads during rehearsal times, but do not wear them during performances.
 - b. At performances and Dress Rehearsals
 - i. Girls: Dance attire to be worn under each costume **your appropriate skin tone leotard with skin tone straps** (*NO clear straps*), **ballet pink tights (performance tights)** that may be purchased at KB Dancewear or Bloom (just tell them that you need AYBT performance tights). Please note that this is a must because you may be putting on costumes in large rooms with no privacy. *Please purchase an extra pair or two of tights.*
 - ii. Boys: Dance attire to be worn under each costume is **white t-shirt or athletic shirt and tights or tight shorts**. Boys and men have a separate area with little privacy in which to put on costumes.
 - iii. **Cover-ups** for **shoes** and **dance attire**: a large pair of *socks or house slippers* need to be worn over ballet slippers when not on stage; *pajama pants* and *button or zip long sleeve top* (so that hair and make-up will not get messed up) should be worn in backstage hallways and dressing rooms.
5. Please **label** all **clothing, bags, etc.** Lots of stuff gets left behind. If you are missing something, please check lost and found.
6. **Care of costumes:**
 - a. **No eating or drinking anything but water while in costume or around costumes.**
 - b. **Do not leave** the studio and/or venue **in costume-** to go home, to go eat, run errands, etc.
7. **Respect** others **property**. Please do NOT play with anything around the studio and/or venue, especially the props and costumes.
8. Please **remove personal items** and your **trash** before leaving the studio and/or venue.
9. **NO street shoes** on the **marley** dance floor at the studio or at the venue. The oils you track with your shoes make it more likely for a dancer on pointe to slip and fall.
10. **Respect** the **rules, fellow cast members**, and all **adults** involved in the Nutcracker.
11. **Obey** the **Rules and Regulations, Rehearsals, Costumes, Hair and Make-up, Venue** and other rules and guidelines contained within the Nutcracker Cast Handbook.

Calendar

It is imperative that you keep up with events posted on the AYB/AYBT Google Calendar. There is a button for this calendar on the “Nutcracker Portal” tab of the AYBT website. Here is a link to the calendar as well:

<http://www.alabamayouthballet.org/nutcracker-portal.html>

The calendar will list fundraising dates, mini performance dates, and events such as Cupcakes and Characters and Mommy & Me Nutcracker Tea.

If you currently have a google calendar and would like to integrate our calendar into your own. You can copy and paste this into any calendar product that supports the iCal format.

https://calendar.google.com/calendar/ical/uah.edu_48kr0c644cp2q6e6ngap0dvge4%40group.calendar.google.com/public/basic.ics

Rehearsal schedules will be posted on the bulletin boards at the studio. They will also be posted on the website. You can find a button on the “Nutcracker Portal” tab of the website (www.alabamayouthballet.org) for rehearsals.

Nutcracker Parts and Story

Act I, Scene 1: Party Scene

- Party Goers: Clara, Fritz, Mr. & Mrs. Stahlbaum, Drosselmeyer, Aunts & Uncles, Cousins, Maid
- Pierrette and Small Dolls and Animated Soldier

Act I, Scene 2: Midnight and Battle

- Mice and Mouse King
- Soldiers and Nutcracker
- Clara (not required at all rehearsals)

Act I, Scene 3: Snow

- Snow Queen and King, Snowflakes

Intermission

Act II, Scene 1: Travel to Land of Sweets

- Angels and Dew Drop Fairy

Act II, Scene 2: Land of Sweets

- Spanish
- Arabian
- Chinese
- Russian
- Shepherdesses, Shepherd, Sheep
- Mother Ginger and Gingerbread Children
- Flowers: Orchid and Cavalier, Lilies, Roses, Violets
- Sugar Plum Fairy and Cavalier
- Clara and Nutcracker (not required at all rehearsals)
- **Finale** (everyone in Act II)

Act I: It is Christmas Eve and relatives are making their way to the Stahlbaum house for their annual family Christmas party. The children, Clara and Fritz, anxiously await the arrival of their cousins.

The party grows festive with music and dance as godfather Drosselmeyer arrives. He is a skilled clock and toy maker and always full of surprises. Drosselmeyer draws everyone's attention as he presents animated dolls and soldiers who delight the party with their dancing.

Drosselmeyer presents gifts to Fritz and Clara- Clara's being a wooden nutcracker made in the shape of a soldier. Fritz becomes jealous, grabs the Nutcracker from Clara and promptly breaks it. Clara is heartbroken and looks on as Drosselmeyer temporarily binds the Nutcracker's injury with a handkerchief and promises to return the next day with his tools to repair him. All the guests depart and the Stahlbaum family retires for the evening.

At the stroke of midnight Clara sleepily sneaks back to the tree to check on her beloved Nutcracker. She is startled to see mice appearing from all corners of the living room and finally takes refuge atop a love seat. The mice disappear and Clara is distressed to find the Nutcracker has also vanished. She watches in amazement as Drosselmeyer reappears bringing the nutcracker and his soldiers to life to battle the mice. Suddenly a huge Mouse King arrives to fight the Nutcracker. Just as the Mouse King is about to overpower the Nutcracker, Clara bravely distracts him and the Nutcracker is able to stab him. The Mouse King drops to the floor and the mice sadly carry off their leader's body.

The victory that Clara has brought about breaks the spell on the nutcracker, transforming him into a gallant prince. Turning to her gratefully, the prince invites Clara to accompany him to the Land of Snow where the snowflakes dance with their queen and king.

Act II: Clara's dream continues with the entrance of the Christmas tree angels and the Dew Drop Fairy. The Sugar Plum greets Clara and the Nutcracker as they appear and tell the story of their battle. She invites them to enjoy their favorite treats accompanied by appropriate entertainment. Dancers representing the many delicacies of the Kingdom of the Sweets appear and perform in Clara's honor. There is chocolate from Spain, coffee from Arabia, Chinese tea, marzipan candies, Mother Ginger and her impish children, and an exciting Russian trepak. A bouquet of flowers comes to life to waltz. Then the Sugar Plum Fairy and her Cavalier dance. A grand finale with all the dancers celebrates the end of Clara's reign as queen for a day and the Sugar Plum gives her a nutcracker and sends her on her way home.

Rehearsals

1. Along with the privilege of performing comes an obligation for both cast members and their parents to make rehearsals a **priority**. Your presence ensures that rehearsals will be productive for everyone and that they stay on schedule.
2. Cast Members should **arrive** at the studio and/or venue **before** the stated **rehearsal time** in order to be **in dance clothes, warmed up, and ready to begin rehearsals at the rehearsal start time**.
3. **Rehearsal Schedules** are posted weekly. It is your responsibility to **often check** rehearsal schedules for changes and costume fittings. Rehearsal schedules are available online at www.alabamayouthballet.org and on upstairs and downstairs bulletin boards at the studio. Even if rehearsal notifications are sent via text message, please check the written rehearsal schedules for updates, as some changes do not make it to the text notification.
4. Cast members are expected to **behave in a professional manner**. Specifically, during rehearsals and performances, cast members should be quiet and refrain from talking and playing so that directors can give directions. Cast members are to remain in the rehearsal room until dismissal. Unruly behavior or disruptions will not be tolerated. Inappropriate behavior will result in disciplinary action, which may include dismissal from the cast.
5. Proper **dance attire** should be worn at rehearsals and performances; please see **Rules and Regulations** for specifics.
6. **Missed rehearsals:**
 - a. Only **two** excused absences will be allowed during the rehearsal period. Those absences should be saved for illness, but one may be used for family emergencies or an **unavoidable** trip. Any absence exceeding two may mean a change in part and possible dismissal from the cast.
 - b. Please **notify or call** the AYB office 256-881-5930 **or email** deherriott@gmail.com as soon as possible with the reason for your absences, including those for illnesses and emergencies.
 - c. The **first two or three** rehearsals are very important in order to **learn the part**.
 - d. The **three weeks before** the performances are especially important - **no absences!**
 - e. The **final week** of rehearsals before the first performance is especially important. Time is limited so please **arrive earlier than** your **scheduled** rehearsal time.
 - f. Roll will be taken at each rehearsal and attendance checked from these records.
 - g. This policy means you must choose between *Nutcracker* and any other activity/production which may conflict with rehearsals. You cannot do both. This applies to Junior and Senior Company members, also.
 - h. There will be *rehearsals* after Thanksgiving on *Saturday and Sunday*; all cast members are requested to be at those rehearsals, especially the one on Sunday.
7. **Care of costumes:**
 - a. **No eating or drinking anything but water while in costume or around a costume.**
 - b. Do not leave the studio and/or venue in costume- to go home, to go eat, run errands, etc.
8. **Respect** others **property**. Please do NOT play with anything around the studio and/or venue, especially the props and costumes.
9. **NO street shoes on the marley** dance floor at the studio or at the venue.
10. Please **remove personal items** and your **trash** before leaving the studio and/or venue.

Costumes

1. Volunteer Operation

The AYBT costume department is operated by volunteers in collaboration with the Costume Department Supervisor. Ensuring that costumes are ready in time for performances requires many hours of volunteer help. Cast members and family are encouraged to help in the costume room. During rehearsal months, all levels of expertise are needed- from never before to expert seamstresses. During the performances, volunteers are needed to man the Costume Sewing Area for last minute repairs. After the performances, volunteers are needed to help launder the costumes.

2. Part Parents

Volunteers are needed for each group. At the studio, volunteers are needed to help try on costumes. At the theatre, volunteers are needed to keep the groups quiet; to ensure all parts of the costumes are kept in order; to ensure the costumes are put on the cast members properly; and, to ensure that cast members make it to the stage on time. At the theatre, volunteers are needed during dress rehearsals, as well as during the performances.

3. Costume Fittings

Every effort is made to make costumes fit each cast member. Cast members are encouraged to check in with the costume room on a weekly basis to see how their costume is coming along and/or to help with costumes. It is your responsibility to **often check rehearsal schedules for costume fittings** for your part.

4. Costumes

AYBT provides and maintains all parts of cast members' costume, with the exception of the cast members dance attire. Fines will be imposed for mishandling, damaging, or losing parts of a costume. Costumes are to remain in their designated storage area at the studio and/or venue unless the costume department or cast member is wearing it for a fitting, on stage, or other authorized use. If costumes have been checked out for a mini performance, the cast member is responsible for the costume and its prompt return to the studio.

5. Costume Etiquette

- a. **No eating or drinking anything but water while in costume or around a costume.**
- b. **NO food or drinks, except bottled water, in the dressing rooms.**
- c. **Do NOT sit in costume** unless the part calls for it while on stage.
- d. If a costume needs to be repaired, inform the Costume Department and/or the Part Parent.
- e. **No jewelry**, unless it is a part of the costume, is permitted in rehearsals or on stage.
- f. **No nail polish** (color or clear)
- g. **Do not leave** the studio and/or venue **in costume**-- to go home, to go eat, run errands, etc.
- h. **Dance Attire** under Costumes should be put on at home before hair and make-up is done.
 - i. Girls: Dance attire to be worn under each costume is **skin tone leotard with skin tone straps** (*NO clear straps*), **ballet pink tights (performance tights)** that may be purchased at KB Dancewear or Bloom (just tell them that you need AYBT performance tights). Please note that this is a must because you may be putting on costumes in large rooms with no privacy.
 - ii. Boys: Dance attire to be worn under each costume is **white t-shirt or athletic shirt and tights or tight shorts**. Boys and men have a separate area with little privacy in which to put on costumes.
 - iii. **Cover-ups** for **dance attire** and **ballet shoes** at the venue: a **robe** or **sweats** (inside out)/ **pajama bottoms** and a **loose top** (button up or zipper preferable) that is easy to go over hair & make-up. Also needed for backstage is a pair of **house slippers** or **large socks** to go over dance shoes to help keep the performance floor clean for the dancers, especially those en pointe.
 - iv. Care of dance attire is the cast members' responsibility. An **extra pair or two of tights and ballet slippers** on hand is always a great idea! Please **label** all **personal items**.

*PLEASE REMEMBER THAT A BALLET IS SUPPOSED TO BE A **MAGICAL EXPERIENCE** FOR THE AUDIENCE; **COSTUMED DANCERS** ARE TO **REMAIN BACKSTAGE** WHEN NOT ON STAGE, NEVER IN THE AUDITORIUM, NOR IN THE LOBBY. *At the conclusion of the performance, friends and family may greet dancers in costume on stage after the stage manager opens the curtain.**

Hair and Make-up Guidelines

1. All cast members must attend a **mandatory hair and make-up class**.
2. A detailed list of hair and make-up requirements for most parts is located at the end of this Handbook.
3. There may be **hair and make-up rehearsals**, in addition to full dress rehearsals.
4. As a general rule, it is best to have hair and make-up done before arriving at the venue. For parts that require the help of the hair and/or make-up artist(s), please arrive at the venue well ahead of your scheduled hair and/or make-up time.
5. If in doubt about hair and make-up, always consult the hair and/or make-up artist(s). They may be busy, but they will take the couple of seconds or minutes needed to suggest or help. However, **do not wait to ask just before going on stage**.
6. **Hair**
 - a. *Girls:*
 - i. Most parts require hair pulled back off face and in a **flat bun** (position will be determined by the part). The following are general guidelines for making a ballet bun:
 1. Slightly damp hair, not freshly washed, with little or no conditioner in hair.
 2. Brush or comb hair smoothly to remove all tangles, drawing toward crown of head.
 3. Make a pony tail at the crown and secure with a pony tail holder.
 4. Spray hair lightly with hairspray or gel.
 5. Divide pony tail into two sections (possibly more for thick hair) and twist or braid, flattening tightly to the head as you go.
 6. Wrap a section of twisted/braided hair clockwise around ponytail holder and secure with bobby or hair pins as you go (about $\frac{1}{4}$ of way, $\frac{1}{2}$ way, and at the end). Wrap the other section of hair counterclockwise around ponytail holder and secure with bobby or hair pins as you did for the first section of hair. Make sure to keep the bun as flat as possible.
 7. Place a hairnet (that matches hair color) over the bun; twist the net over the bun several times. Tuck ends of hairnet into the bottom of the bun and secure with bobby or hair pins.
 8. Secure sides and back of hair with bobby pins and barrettes that matches hair color.
 9. Spray hair and bun with hairspray or gel to set. Smooth with hands, comb, or hair pin. The bun should be secure and held tightly in place.
 - ii. *Party Girls* have hair pulled back off the face and curls in the back with a ribbon tied around a small top section of curls pulled into a pony tail.
 - b. *Boys:* Pull hair away from face using sports hair gel or extra hold hairspray.

Hair and Make-up Guidelines *continued*

7. Hair Supply Kit

- i. Brush and/or comb
- ii. Pony tail holder
- iii. Bobby pins and/or hair pins and/or spiral pins (thick hair)
- iv. Clip barrettes (hair color)
- v. Hair net (matching hair color)
- vi. Sport Hair Gels and/or Extra-Extra Hold Hairspray (Generic Value Products® Super Spray at Sally's Beauty Supply)

8. Make-up

- a. The following are general guidelines for applying make-up:
 - i. Apply **Base** that is a shade darker (fair skinned needs 2-3 shades darker) than natural skin tone (test on wrist) a little at a time and blend in upward strokes toward hairline, including the jaw and neck. Blend well at the edges. Lightly apply **Powder** to set.
 - ii. Apply **Eyeliners** that is *brown* or *charcoal*. The underneath line should begin just past where the eyelash line begins near the nose and follow the natural line of the closed eye to just past the crease.
 - iii. Apply **Eyeshadow** (*browns*) for all eye colors (blue or green eyes- also may apply blue to the bottom, not crease or brow). Start with medium color on lid, follow with darker shade for crease, and finish with lightest color for brow. (Absolutely **No sparkly** eyeshadow or make-up)
 - iv. Apply **Mascara** in quick, even strokes away from your face. Remove clumps and separate eyelashes with an eyelash comb.
[Company members use **False Eye Lashes**.]
 - v. **Blush** and **Lipstick** should **not** have any **blue tone** in it. Particulars on color will be given in the hair & make-up list for the parts.
 1. **Blush** should be applied with a large "poofy" brush with bristles at least an inch long. Sweep the brush along the "apples" of the cheeks and towards the temples. Always aim for a healthy, vibrant glow.
 2. **Lipstick** should be applied over a conditioning lip balm (avoid chapstick and other waxy substances). Start around the natural contour of the lips and then fill in the rest of the lips. Use a tissue and blot quickly.
[In general, boys wear a *suede brown*, younger girl wear a *pink*, and Company members wear *red* (like *British red* or *Revlon red*)].
- b. The make-up artist(s) will do the make-up for the following parts or teach part parents to help:
 - i. Animated (Pierrette and Small Dolls and Animated Soldier)
 - ii. Arabian, Chinese, Spanish
 - iii. Sheep
 - iv. Gingerbread

Venue and Props

1. **IT IS VERY IMPORTANT THAT WE RESPECT AND OBEY THE RULES AND REGULATIONS OF THE VENUE.**
 - a. Cast members are expected to be professional.
 - b. Please remember that AYBT is a guest at the facilities.
2. Please leave it better than you found it - Always take personal items and trash when you leave!
3. **NO street shoes on the marley** dance floor at the studio or at the venue.
4. **No audience members** or unassigned volunteers are allowed backstage a **half hour prior to performance and during intermission.**
5. On the day of the performance, First Act dancers should **arrive** with make-up on and hair fixed **30 to 45 minutes before curtain time**; earlier if the dancer needs special make-up. Second Act dancers should arrive just before Intermission, unless they have special make-up.
6. **Company** dancers are required to attend **warm up** classes. Any cast member is welcome and encouraged to participate in warm up classes.
7. Costumes will be at the theater and dressing areas will be assigned for each group. **NO food or drink, except water, in the dressing rooms.**
8. There will be a cast party between the two Saturday performances.
9. **No handling, sitting on, leaning on, touching, or playing with props** unless it is time for them to be used on stage.*
10. **Return props** to their **designated areas** backstage or hand props to the designated backstage crew when leaving stage with a prop.
11. **Obey the directions of the backstage crew**, especially when asked to clear the way for props to come on or off stage.

* **Please be aware that props are made for stage use only- not everyday use.** Furniture props, while sturdy enough to be used on stage, are built lightweight for easy removal on and off stage. Other props are often made to look like a particular object from a distance, but are not intended to be handled or played with, except for when called for while on stage.

Gifts and Parties

Gifts:

There is a tradition among the Nutcracker cast to give gifts to their fellow cast members. This is not mandatory, nor expected, but up to each individual and/or family. (No one notices if one chooses not to give gifts because of all of the activity surrounding Nutcracker.) Most gifts that are given are given to members within their part (ie- sheep to sheep, gingerbread to gingerbread, etc). It is perfectly acceptable to go in with another cast member(s) to make or purchase a gift or small remembrance of the part. Gifts may be a small piece of candy, small gift tags, luggage tags, ornaments, a homemade craft, miniature Nutcrackers, or other themed gifts. ***Gifts may be given at the Cast Party.*** Please remember that there is **NO food or drink, except water, in the dressing rooms.**

There is also a tradition of a monetary donation to be collected from cast members and then pooled to purchase a gift for the directors to be given at the Cast Party. Again, this is not mandatory, nor expected.

Parties:

There is a **Cast Party** between the two performances on Saturday. Cost for cast members is included in the Nutcracker fee; additional family members will be able to attend by paying a small fee. **Do not wear AYBT costumes** to the cast party.

Mini Performances

As part of **AYBT's Outreach Program**, individual performers are asked to dress in costume and perform small parts from Nutcracker at local **senior group homes, pre-schools, libraries**, etc. Some scenes from Nutcracker will be performed at **Santa's Village**. (There are usually several mini performances during the night and this is an outdoor event.)

When asked to perform, dancers may check out a costume with a traveling bag from the costume department; costumes in their traveling bag must be promptly returned when the event is concluded. Please note that not all cast members will be asked, as there is limited space at these venues and AYBT can only take a few performers and chaperones. These activities count as part of cast members' volunteer commitment. If a cast member knows of any opportunities to perform, please let the directors know.

Some AYBT Nutcracker cast members may be performing in **Sewanee**, Tennessee at the University of the South in two performances on a Saturday in November. More details will be given as they are known via emails and on the Nutcracker Bulletin Boards.

Please refer to **Venue** Guidelines for standards of conduct for these events.

Photo and Video Information

A **professional photographer** will be at the studio about a month before performance dates. They will take Board Photos of Clara, Fritz, Nutcracker, and Drosselmeyer, as well as company member parts. There will be a schedule for group times; even if you do not wish to purchase photos, please be on time for the group photos so that others may purchase a memory. Individual photos may be taken in between group shots and during the scheduled time for individual photos. Payments for photos that you wish to purchase are to be made out to the photographer.

A **professional photographer** will also take pictures during some of the performances. A sign-up sheet for purchasing a CD will be backstage during performance dates. Payments are to be made out to the photographer.

A **videographer** will be recording the performances. A sign-up sheet for purchasing a DVD will be backstage during performance dates. Payments are to be made out to the photographer.

Photography is allowed backstage up to 15 minutes *before* performances and *after* performances. Photography is NOT allowed *during* intermissions due to the short amount of time that some performers have between costume changes and the limited amount of room backstage. NO FLASH photography is allowed during rehearsals and performances.

Please remember- **NO street shoes** on the **marley** dance floor at the studio or at the venue.

Fees & Volunteer Requirements

There is a **\$75** performance fee per cast member (**\$65** each for each additional family member in the cast), which includes a t-shirt and cast party. (Family members will be given the opportunity to purchase tickets to the cast party and to purchase t-shirts.)

There is a minimum of **10 volunteer hours** per cast member and/or family between rehearsal times, performances, and after performances. There are sign-in sheets available in the costume room, outside the costume room, and downstairs on the Nutcracker bulletin board in order to record the projects and hours, in order not to forget to record them on Track It Forward app.

Participating in **fundraisers**, either by selling and/or buying is encouraged. Fundraising opportunities will be announced by email and on the Nutcracker Boards.

Selling **advertisements** for the program is encouraged. Please refer to the posted list of businesses that have already been asked so that there is no duplication. Also, as soon as you have contacted a business, please add that business to the list.

Tickets

Ticket Prices:

Adults: \$18

Students/Military/Seniors: \$14

Children (age 10 and under): \$12

Ticket Discounts:

Tickets may be purchased in a group of 20+, in a transaction of a single check or cash, for a discount of \$2 per ticket.

Ticket Availability:

1. **Online** via alabamayouthballet.org website link (transaction fee applies)
2. **Studio Office** via cash or check
3. **Venue** before performances via cash, check, or credit card

Volunteers

AYBT depends on volunteers to help with many aspects of production. There are a number of ways for family, friends, and cast members to volunteer to help make our performances a success. Volunteer opportunities are available during rehearsal months, during the performances, and after the performances.

Costumes- During rehearsal months, all levels of sewers are needed- from never before to expert seamstresses. During the performances, volunteers are needed to man the Costume Sewing Area for last minute repairs. After the performances, volunteers are needed to help launder the costumes.

Part Parents- Volunteers are needed for each group of parts. At the studio, volunteers are needed to help try on costumes. At the theatre, volunteers are needed to keep the groups of cast members quiet; to make sure all parts of the costumes are kept in order; to make sure the costumes are put on the cast members properly; and, to make sure the cast members make it to the stage on time. At the theatre, volunteers are needed during dress rehearsals, as well as during the performances.

Security- Volunteers are needed to help ensure that backstage rules are followed by cast members, family, guests, and audience, as well as patrol hallways around theatre.

Props- Volunteers are needed to build and repair props. Volunteers are also needed to help during rehearsals, backstage during the performances, and after the performance.

Backstage Crew- Volunteers are needed to help manage the stage, curtains, prop set-up and removal, organizing props, repairing props, setting up and tearing down after the performances. Backstage crew works the last day of dress rehearsal at the studio in order to load props and costumes for the theatre, during the week of dress rehearsal at the theatre, during the performances, and returning the props and costumes back to the studio after the final performance.

Bed- A volunteer is needed to drive the bed around the stage during ACT I. More than one volunteer is requested in order to have backups. Rehearsals at studio and during tech week at the theatre.

Lobby Attendants- Volunteers are needed in the ticket booth, ushers, and as a house manager.

Cast Party- Volunteers are needed to plan, set-up, and work during the Cast Party between the two Saturday performances.

Cupcakes & Characters and Nutcracker Tea with Mommy & Me Events- Volunteers are needed to help plan and work the event that is held at the studio for pre-school through elementary students and their parent(s).

There will be **Volunteer Sign-Up information** posted on the **Nutcracker Board** and **Sign-Up on Events on Track It Forward** app. Also, please **Report** volunteer hours on **Track It Forward** app.

Parts List

Party Girls

On Rehearsal Schedule look for: **Cousins; Party; Party Children; Act I All**

1. Talk to previous Party and Clara moms
2. **NO** jewelry
3. Bring blanket/ sleeping bag to sit while waiting
4. Bring quiet games or activities to do while waiting
5. Clothing
 - a. Dance Wear under costume
 - i. Skin tone leotard w/ skin tone straps (no clear straps)
 - ii. Ballet pink performance tights [have extra pair or two]
 - iii. Clean, Pink leather ballet slippers (no elastic split bottoms) [have extra pair]
 - b. Cover-ups when not on stage
 - i. Pajama pants
 - ii. Button or zip long sleeve top (so that hair & make-up will not get messed up)
 - iii. Large pair of socks or house slippers to be worn over ballet slippers
6. Hair
 - a. Pulled back off the face and curls in the back with a ribbon tied around small top section of curls pulled into a 1/2 pony tail.
 - i. **Curlers**- some available to borrow from AYBT
 - ii. Gel or hairspray lightly before rolling
 - iii. Hairspray after each curler out
 - b. Between performances, wear a hair net (one for curlers)
 - c. Make sure ribbon in hair is secured with bobby pins
7. Make-up
 - a. Basic (base, eyes, cheeks)
 - b. Pink Lipstick (Dark complexions may need Red Lipstick)
8. Costume Department
 - a. Pieces
 - i. Hair ribbon
 - ii. Petticoat
 - iii. Slip (not purple dress)
 - iv. Dress
 - v. Safety pins
 1. Pin ribbon in front under dress (after spinning to place properly)
 2. Pin ribbon knot to dress after tied
 3. Pin ribbon bows to dress after tied
 4. Pin slip to shoulder
 - b. **NO Eating in costume**
9. Props
 - a. Candy Canes
 - b. Dolls- Do not play with the hair or ribbons, only pretend to touch them while playing

Parts List *continued*

Party Boys

On Rehearsal Schedule look for: **Cousins; Party; Party Children; Act I All**

1. **NO** jewelry
2. Bring blanket/ sleeping bag to sit while waiting
3. Bring quiet games or activities to do while waiting
4. Clothing
 - a. Dance Wear under costume
 - i. White t-shirt or athletic shirt
 - ii. White tights or tight shorts
 - iii. White above the knee socks or white tights [have extra pair or two]
 - iv. Clean, Black leather ballet slippers (no elastic split bottoms) [have extra pair]
 - b. Cover-ups when not on stage
 - i. Pajama pants
 - ii. Button or zip long sleeve top (so that hair & make-up will not get messed up)
 - iii. Large pair of socks or house slippers to be worn over ballet slippers
5. Hair- pulled back off the face using sports gel or heavy duty hairspray
6. Make-up
 - a. Basic (base, eyes, cheeks)
 - b. Suede brown lipstick
 - c. Have Make-up Department check and/or help
7. Costume Department
 - a. Pieces
 - i. Shirt
 - ii. Knickers
 - iii. Jacket
 - b. NO Eating in costume**
8. Props
 - a. Candy Canes
 - b. Toys- Be careful and do not play too rough

Parts List *continued*

Party Women

On Rehearsal Schedule look for: **Party Parents; Party; Act I All**

1. Costume jewelry for the time period; wedding rings allowed
2. Be careful about sitting in costume, insure that chairs are clean first
3. Clothing
 - a. Dance Wear under costume
 - i. Skin tone leotard (may use own undergarments if they work with the dress)
 - ii. Pink tights
 - iii. Clean, Black character shoes
 - b. Cover-ups may be needed for hair and additional make-up
4. Hair- pulled back off the face and in time period
5. Make-up
 - a. Basic (base, eyes, cheeks)
 - b. Pink lipstick
 - c. Have Make-up Department check and/or help
6. Costume Department
 - a. Pieces
 - i. Dress
 - ii. Hair ribbons or pieces
 - iii. Gloves
 - iv. Shawls
 - b. NO Eating in costume**
7. Props
 - a. Basket with children's toys
 - b. Vary with each character

Parts List *continued*

Party Men

On Rehearsal Schedule look for: **Party Parents; Party; Act I All**

1. **No** jewelry, except wedding rings
2. Be careful about sitting in costume, insure that chairs are clean first
3. Clothing
 - a. Dance Wear under costume
 - i. T-shirt
 - ii. Black or White tights or very thin knee socks
 - iii. Clean, Black elastic jazz shoes
 - b. Cover-ups may be needed for hair and additional make-up
4. Hair- pulled back off the face with hair gel
5. Make-up
 - a. Basic (base, eyes, cheeks)
 - b. Suede brown lipstick
 - c. Have Make-up Department check and/or help
6. Costume Department
 - a. Pieces
 - i. Pants
 - ii. Coat
 - iii. Vest
 - iv. Cravat
 - v. White dress shirt (if AYBT does not have one that fits, dancer may have to provide one)
 - b. NO Eating in costume**
7. Props
 - a. Gifts
 - b. Vary with each character

Parts List *continued*

Small Dolls

On Rehearsal Schedule look for: **Small Dolls; Pierrette & Small Dolls; Party; Act I All**

1. **NO** jewelry
2. Bring blanket/ sleeping bag to sit while waiting
3. Bring quiet games or activities to do while waiting
4. Clothing
 - a. Dance Wear under costume
 - i. Skin tone leotard w/ skin tone straps (no clear straps)
 - ii. Ballet pink performance tights [have extra pair or two]
 - iii. Clean, Pink leather ballet slippers (no elastic split bottoms) [have extra pair]
 - b. Cover-ups when not on stage
 - i. Pajama pants
 - ii. Button or zip long sleeve top (so that hair & make-up will not get messed up)
 - iii. Large pair of socks or house slippers to be worn over ballet slippers
5. Hair- crown bun
6. Make-up
 - a. Make-up Department does stage make-up during pre-performance
 - b. **NO** hugs with character make-up- it will smear and get on costume
7. Costume Department
 - a. Pieces
 - i. Pink leo (put on before make-up)
 - ii. Trunks
 - iii. Hats
 - iv. Cumberbunds
 - b. **NO** Sitting in costume
 - c. **NO** Eating in costume
8. Find Pierrette and/or Part Parents

Parts List *continued*

Soldiers

On Rehearsal Schedule look for: **Soldiers; Battle; Act I All**

1. **NO** jewelry
2. Bring blanket/ sleeping bag to sit while waiting
3. Bring quiet games or activities to do while waiting
4. Clothing
 - a. Dance Wear under costume
 - i. Skin tone leotard w/ skin tone straps (no clear straps)
 - ii. Ballet pink performance tights [have extra pair or two]
 - iii. Clean, Black elastic leather jazz shoes [have extra pair] (some may borrow from AYBT)
 - b. Cover-ups when not on stage
 - i. Pajama pants
 - ii. Button or zip long sleeve top (so that hair & make-up will not get messed up)
 - iii. Large pair of socks or house slippers to be worn over ballet slippers
5. Hair- high bun to fit under hat
6. Make-up
 - a. Basic (base, eyes, cheeks)
 - b. Have Make-up Department do stage make-up during pre-performance
 - i. Suede brown lipstick
 - ii. Cheeks
 - iii. Mustaches
 - c. **NO** hugs with character make-up- it will smear and get on costume
7. Costume Department
 - a. Pieces
 - i. White stirrup pants
 - ii. Leg warmer/ sock
 - iii. Jacket
 - iv. Hat
 - b. Dress during Party Scene
 - c. **NO sitting in costume**, except on blanket/ sleeping bag in dressing room
 - d. **NO Eating in costume**
8. Props
 - a. Guns- to be passed out and returned as they enter and leave stage
 - b. Mousetrap and Cannon- during the scene, handled by backstage crew

Parts List *continued*

Mice

On Rehearsal Schedule look for: **Mice; Midnight; Battle; Act I All**

1. **NO** jewelry
2. Bring blanket/ sleeping bag to sit while waiting. **NO SITTING IN COSTUME!**
3. Bring quiet games or activities to do while waiting
4. Clothing
 - a. Dance Wear under costume
 - i. Skin tone leotard
 - ii. Ballet pink performance tights [have extra pair or two]
 - iii. Clean, Pink ballet slippers or clean Pointe shoes [have extra pair]
 - b. Cover-ups when not on stage
 - i. Pajama pants
 - ii. Button or zip long sleeve top (so that hair & make-up will not get messed up)
 - iii. Large pair of socks or house slippers to be worn over ballet slippers
5. Hair- low, flat bun to fit under mouse head
6. Make-up - none
7. Costume Department
 - a. Piece
 - i. Mouse Head
 - ii. Baseball cap (# for head #)
 - iii. Turtleneck (sm#1,2,5; med#3,4,6,7,8; lg#9,10)
 - iv. Fur pants w/elastic suspenders (w/safety pins)
 - v. Stripe shirt
 - vi. Sash (brown or green- determined by Costume Department)
 - b. Storage Boxes
 - i. Numbered boxes for costume pieces
 - ii. Box for heads, baseball caps, extra supplies
 - iii. **NO FOOD in boxes**
8. Dress during Party Scene- Order of Dress
 - a. Tights and shoes
 - b. Turtleneck
 - c. Fur Pants
 - d. Striped Shirt [*No safety pins on the striped shirts* (unless approved by Costume Department or Mice Costumes Coordinator for repair)]
 - e. Sash
 - f. Head [After snapped ~ safety pin to *turtleneck* [(5) extra-large safety pins placed *center back, each shoulder, left and right front*]]
 - g. Gloves [Safety pin *gloves* to *turtleneck sleeves* (1 per under wrist)
(Leave safety pins on between performances)]
9. Last Minute Check List before heading to Stage:
 - a. Head, Whiskers, and Teeth (forward)
 - b. Tail
 - i. *Not covered* by shirt (few inches okay)
 - ii. *Do Not Curl Tails*
 - c. Elastic *hidden* at shoulders and legs
 - d. Safety pins ~ *Do Not Show*
10. Costume torn/problem, inform Mice Costumes Coordinator ASAP
11. **NO Eating and NO Sitting in costume**
12. Props- obtain and return props to designated area backstage
13. *Do Not Leave Theater* until costume and head box is *checked for all pieces by Mice Costumes Coordinator*

Parts List *continued*

Angels

On Rehearsal Schedule look for: **Angels; Act II Opening; Act II Finale; Act II All**

1. **NO** jewelry
2. Bring blanket/ sleeping bag to sit while waiting
3. Bring quiet games or activities to do while waiting
4. Clothing
 - a. Dance Wear under costume
 - i. Skin tone leotard w/ skin tone straps (no clear straps)
 - ii. Ballet pink performance tights [have extra pair or two]
 - iii. Clean, Pink leather ballet slippers (no elastic split bottoms) [have extra pair]
 - b. Cover-ups when not on stage
 - i. Pajama pants
 - ii. Button or zip long sleeve top (so that hair & make-up will not get messed up)
 - iii. Large pair of socks or house slippers to be worn over ballet slippers
5. Hair- middle bun
6. Make-up
 - a. Basic (base, eyes, cheeks)
 - b. Pink Lipstick (Dark Complexions may need to wear Red Lipstick)
7. Costume Department
 - a. Pieces
 - i. Dress
 - ii. Wings
 - iii. Headpiece
 - b. Dress during Snow start during Act I
 - c. Hold hoop sideways when walking through halls
 - d. **NO Sitting in costume**, except on blanket/ sleeping bag in dressing room
 - e. **NO Eating in costume**
8. Props
 - a. Candle in wings from Part Parents (one on each side of stage)
 - b. Return candle in wings to Part Parents

Parts List *continued*

Arabian Females

On Rehearsal Schedule look for: **Arabian; Act II Opening; Act II Finale; Act II All**

1. **NO** jewelry
2. Clothing
 - a. Dance Wear under costume
 - i. Skin tone leotard w/ skin tone straps (no clear straps)
 - ii. Black bloomers
 - iii. Ballet pink performance tights [have extra pair or two]
 - iv. Foot paws (**Corp**)/ Pancaked Pointe shoes (**Soloist, Lead**) [have extra pair]
 - b. Cover-ups when not on stage
 - i. Pajama pants
 - ii. Button or zip long sleeve top (so that hair & make-up will not get messed up)
 - iii. Large pair of socks or house slippers to be worn over ballet slippers
3. Hair- Middle bun
4. Make-up
 - a. Basic (base, eyes, cheeks)
 - b. British Red Lipstick
 - c. Make-up Department does eyes during intermission
5. Costume Department
 - a. Pieces
 - i. Top
 - ii. Pants
 - iii. Belt
 - iv. Headpiece
 - b. **NO Sitting in costume**
 - c. **NO Eating in costume**

Parts List *continued*

Arabian Porters

On Rehearsal Schedule look for: **Arabian; Act II Opening; Act II Finale; Act II All**

1. **NO** jewelry
2. Clothing
 - a. Dance Wear under costume
 - i. Black bicycle shorts
 - ii. Barefoot
 - b. Cover-ups when not on stage
 - i. Pajama pants
 - ii. Button or zip long sleeve top (so that hair & make-up will not get messed up)
 - iii. Large pair of socks or house slippers
3. Hair- pulled back off face with hair gel
4. Make-up
 - a. Basic (base, eyes, cheeks)
 - b. Suede brown Lipstick
5. Costume Department
 - a. Pieces
 - i. Black sleeveless t-shirt
 - ii. Pants
 - iii. Belt
 - iv. Coat
 - v. Turban
 - b. NO Sitting in costume**
 - c. NO Eating in costume**

Parts List *continued*

Russian Females

On Rehearsal Schedule look for: **Russian; Act II Opening; Act II Finale; Act II All**

1. **NO** jewelry
2. Clothing
 - a. Dance Wear under costume
 - i. Skin tone leotard w/ skin tone straps (no clear straps)
 - ii. Black bloomers
 - iii. Ballet pink performance tights [have extra pair or two]
 - iv. Clean, Pink leather ballet slippers (no elastic split bottoms) [have extra pair]
 - b. Cover-ups when not on stage
 - i. Pajama pants
 - ii. Button or zip long sleeve top (so that hair & make-up will not get messed up)
 - iii. Large pair of socks or house slippers to be worn over ballet slippers
3. Hair- Middle bun
4. Make-up
 - a. Basic (base, eyes, cheeks)
 - b. British Red Lipstick
5. Costume Department
 - a. Pieces
 - i. Blouse
 - ii. Skirt
 - iii. Belt
 - iv. Headpiece
 - b. **NO Sitting in costume**
 - c. **NO Eating in costume**

Parts List *continued*

Russian Males

On Rehearsal Schedule look for: **Russian; Act II Opening; Act II Finale; Act II All**

1. **NO** jewelry
2. Clothing
 - a. Dance Wear under costume
 - i. White sweat wicking shirt
 - ii. Black bicycle shorts if not wearing black tights
 - iii. Black tights or black knee high thin socks
 - iv. Clean, Black elastic jazz shoes [have extra pair]
 - b. Cover-ups when not on stage
 - i. Pajama pants
 - ii. Button or zip long sleeve top (so that hair & make-up will not get messed up)
 - iii. Large pair of socks or house slippers
3. Hair- pulled back off face with hair gel
4. Make-up
 - a. Basic (base, eyes, cheeks)
 - b. Suede brown Lipstick
5. Costume Department
 - a. Pieces
 - i. Shirt
 - ii. Pants
 - iii. Belt
 - b. NO Sitting in costume**
 - c. NO Eating in costume**

Parts List *continued*

Shepherdesses

On Rehearsal Schedule look for: **Shepherdesses; Shepherd Scene; Act II Finale; Act II All**

6. **NO** jewelry

7. Clothing

a. Dance Wear under costume

i. Skin tone leotard w/ skin tone straps (no clear straps)

ii. White bloomers

iii. Ballet pink performance tights [have extra pair or two]

iv. Clean Pointe shoes [have extra pair]

b. Cover-ups when not on stage

i. Pajama pants

ii. Button or zip long sleeve top (so that hair & make-up will not get messed up)

iii. Large pair of socks or house slippers to be worn over ballet slippers

8. Hair

a. Crown bun or middle bun (if too high, can't get hat on)

b. Hats (provided)- sits slightly on right of head and secured with clip barrettes

[*Part Parents* need to help and assure that all hats at same angle]

[*Girls* need to shake head to make sure that hat is secure]

9. Make-up

a. Basic (base, eyes, cheeks)

b. British Red Lipstick

10. Costume Department

a. Pieces

i. Costume

ii. Hat (see above)

b. Dress as soon as able and ensure enough time for hat placement and check

c. NO Sitting in costume

d. NO Eating in costume

11. Find Sheep before going on stage

Parts List *continued*

Sheep

On Rehearsal Schedule look for: **Sheep; Shepherd Scene; Act II Finale; Act II All**

1. **NO** jewelry
2. Bring blanket/ sleeping bag to sit while waiting
3. Bring quiet games or activities to do while waiting
4. Clothing
 - a. Dance Wear under costume
 - i. Skin tone, white, or pink leotard w/ skin tone straps (no clear straps)
 - ii. Ballet pink performance tights [have extra pair or two]
 - iii. Clean, Black leather ballet slippers [have extra pair] (some may borrow from AYBT)
 - b. Cover-ups when not on stage
 - i. Pajama pants
 - ii. Button or zip long sleeve top (so that hair & make-up will not get messed up)
 - iii. Large pair of socks or house slippers to be worn over ballet slippers
5. Hair
 - a. Middle bun
 - b. Head band (provided)
6. Make-up
 - a. Make-up Department and/or Part Parents do stage make-up during Act I beginning
 - b. **NO** hugs with character make-up- it will smear and get on costume
7. Costume Department
 - a. Pieces
 - i. Head band (see above)
 - ii. Body (point shoed foot to put on)
 - iii. Hood
 - iv. Black gloves (very important to keep up with- always hand to Part Parent)
 - b. Dress after intermission
 - c. **NO Sitting in costume**
 - d. **NO Eating in costume**
8. Find Shepherdess

Parts List *continued*

Gingerbread Children

On Rehearsal Schedule look for: **Gingerbread; Act II Finale; Act II All**

1. **NO** jewelry
2. Bring blanket/ sleeping bag to sit while waiting
3. Bring quiet games or activities to do while waiting
4. Clothing
 - a. Dance Wear under costume
 - i. Skin tone leotard w/ skin tone straps (no clear straps)
 - ii. Ballet pink performance tights [have extra pair or two]
 - iii. Clean, White leather ballet slippers (no elastic split bottoms) [have extra pair]
 - b. Cover-ups when not on stage
 - i. Pajama pants
 - ii. Button or zip long sleeve top (so that hair & make-up will not get messed up)
 - iii. Large pair of socks or house slippers to be worn over ballet slippers
5. Hair- middle bun
6. Make-up
 - a. Make-up Department and/or Part Parents do stage make-up during Act I beginning
 - b. **NO** hugs with character make-up- it will smear and get on costume
7. Costume Department
 - a. Pieces
 - i. Brown leo (put on before make-up)
 - ii. Costume
 - iii. Socks (and ballet shoes)
 - iv. Hats
 - v. White gloves- **DO NOT** Touch Face
 - vi. Collar- Safety pin to leo
 - b. Dress after intermission
 - c. **NO Sitting in costume**
 - d. **NO Eating in costume**
8. Find Mother Ginger
9. Props- Lollipops - return to box backstage

Parts List *continued*

Violets

On Rehearsal Schedule look for: **Violets; Flowers All; Act II Finale; Act II All**

1. **NO** jewelry
2. Bring blanket/ sleeping bag to sit while waiting
3. Bring quiet games or activities to do while waiting
4. Clothing
 - a. Dance Wear under costume
 - i. Skin tone leotard w/ skin tone straps (no clear straps)
 - ii. Ballet pink performance tights [have extra pair or two] [Bodywrappers C45 Ballet Pink]
 - iii. Clean, Pink leather ballet slippers (no elastic split bottoms) [have extra pair]
5. Cover-ups when not on stage
 - a. Pajama pants
 - b. Button or zip long sleeve top (so that hair & make-up will not get messed up)
 - c. Large pair of socks or house slippers to be worn over ballet slippers
6. Hair
 - a. Middle bun- gelled, well-done ballet bun (see Handbook for instructions or ask the costume department)
 - b. Flower (provided) around right side
7. Make-up
 - a. Basic (base, eyes, cheeks)
 - b. Pink Lipstick (Dark Complexion may need Red Lipstick)
8. Costume Department
 - a. Pieces
 - i. Flower (see above)
 - ii. Costume
 - b. Dress after Russian
 - c. **NO Sitting in costume**
 - d. **NO Eating in costume**
9. Backstage
 - a. Two Part Parents- one for each side of stage wings
 - b. In wings during Mother Ginger