

IN SUPPORT OF DANCERS

Please contact any of the following individuals if you have questions or comments, or if you wish to volunteer.

Lincoln Midwest Ballet Company , Artistic/Performer Line.....	402-441-0739
LMBC Board President , Lyn Wineman.....	402-304-8462
Artistic Director , Shari True.....	402-304-9999
Costumes , Maralee Maldavs.....	402-217-1272 or 402-261-9029
Guild President , Lorrie Struve.....	402-419-3204
Performer/Parent Services , Susan Steinegger.....	402-488-8064
Lied Center Box Office	402-472-4747
Lied Center Security (Emergencies Only)	402-472-7731

Project Coordinators:

Volunteer Coordinator , Traci Bergt.....	402-326-2390
Volunteer Coordinator , Jen Rea.....	402-540-5938
Backstage at the Ballet , Debby Erickson.....	402-489-5861
Nutcracker Boutique , Deb Kimberly.....	(402) 423-6591/(402) 450-4644
Nutcracker Boutique , Sue Olson.....	402-421-7741
Nutcracker Picture Buttons , Tony Montanez.....	402-770-0702
Nutcracker DVD , Lana Peterson.....	402-450-2824
Nutcracker Jackets/Shirts , Christine Mann.....	402-328-9127

Lincoln Midwest Ballet Company P. O. Box 30126 Lincoln, Nebraska 68503-0126

[Log on to lincolnmidwestballet.org](http://lincolnmidwestballet.org) for more information

Business office: Arts Incorporated, 315 So. 9th, Lincoln, Nebraska 477-8446

Parents and Guardians Note: Please familiarize yourselves with the events and rules in this handbook. Also, please be sure anyone who cares for and/or transports your child during the Nutcracker season knows about them. We realize some of the rules may not be convenient for you personally. However, for the welfare of the production, we expect everyone to follow them.

MISSION STATEMENT

The mission of the Lincoln Midwest Ballet Company (LMBC) is to create and promote quality dance experiences through participation, entertainment, and education. As such, LMBC has goals and rules, which are designed to help its organization run pleasantly and efficiently. These goals and rules have been established to ensure that everyone—performers, technical staff, artistic staff, volunteers, and audiences—has an enjoyable experience.

THEREFORE, IT IS IMPERATIVE THAT ALL PERSONS, PARENTS/GUARDIANS AS WELL AS THEIR PERFORMERS, READ THIS HANDBOOK IN ITS ENTIRETY SO OUR MISSION IS ACHIEVED.

PARTICIPANTS IN THE LINCOLN MIDWEST BALLET COMPANY

Many hard working people, including you are responsible for the LMBC productions. Responsibilities for specific jobs are divided among four groups:

- (1) The **LMBC Board** officially produces ballets, owns the costumes, and signs the contracts. The Board also sponsors the annual summer dance camp and various fundraising events. Its members are all volunteers who work year round to raise money and manage the Company's affairs.
- (2) The **Artistic Director** is hired by the Board to professionally manage specific responsibilities, such as selection of the artistic staff, which includes the ballet mistress, costume director, stage manager, lighting designer, hand-prop coordinator, guest artists, and the scenic director for all shows. The Artistic Director develops and supervises the Company's programs that implement the above Mission Statement.
- (3) The **Lincoln Midwest Ballet Guild** is a volunteer group that organizes workers, raises funds, and develops support services for dance in general and LMBC in particular. Guild committees often work with the Board to implement activities like the artists-in-residence outreach program called Backstage at the Ballet.
- (4) The fourth group is the reason why all the others exist; these are the **performers**. The cast for the Nutcracker is usually over 200 persons. Every performer in the production of the Nutcracker is known as a cast member. Approximately 25 out of the 200 cast members will be specifically designated as a company dancer or apprentice dancer by the casting judges.

Company Dancers:

Based on their technical ability in classical ballet, company dancers will be selected by the judges at the LMBC auditions and will be noted as such on the casting notification letter. All such dancers must be at least 14 years of age or entering the 9th grade on the audition date. Company dancers will receive the following benefits:

- (1) Guaranteed role in the Nutcracker.
- (2) Picture and biography printed in the Nutcracker program.
- (3) Picture displayed in the lobby of the Lied Center during Nutcracker performances.
- (4) Opportunity to perform in additional events during the 2013-14 performing season.

Apprentice Dancers:

Based on their potential and ability in classical ballet, apprentice dancers will be selected by the judges at the LMBC auditions and will be noted as such on the casting notification letter. All apprentice dancers must be at least 12 years of age or entering the 7th grade on the audition date. Apprentice dancers will receive the following benefits:

- (1) Guaranteed role in the Nutcracker.
- (2) Group photo printed in the Nutcracker program.
- (3) Possible other opportunities to perform in additional events during the 2013-2014 performing season.

Roles & Understudy Roles:

The casting judges give dancers the opportunity to perform specific roles. All dancers must diligently and positively work to meet the demands of their roles' choreography.

- Understudy roles are very important and are given for any of several reasons:
 - (1) The dancer has potential, and the judges would like to see him/her expand that potential.
 - (2) The role is given as a challenge to the dancer in an area that needs strengthening.
 - (3) The dancer needs to polish skills that will help him/her in the future.
 - (4) An understudy may simply be needed due to the demands of a role.
- As an understudy, three things are certain:
 - (1) You will not dance the role in performance unless an unforeseen event happens or a dancer loses a role.
 - (2) You are not automatically moved into the role if, it is vacated by the original dancer. For example, you may be needed in your regular part.
 - (3) In the case where a role is vacated, the artistic director decides who moves into the role.
- Additionally, as an understudy:
 - (4) You DO need to be at every practice.
 - (5) At the first rehearsal, go to the person in charge, identify yourself as an understudy, and ask what your responsibility will be.
 - (6) You DO NOT need to come to the rehearsal costume fittings for your understudy role.
 - (7) If there is a schedule conflict between your main role and your understudy role, you are to go to the rehearsal for your main role. View each understudy role as an opportunity to learn.

POST AUDITION

Notification of Results:

Notification of the Nutcracker audition results will be emailed to all performers within five calendar days after the day of the auditions. If performers have not received their results by 5:00 p.m., October 2, they may leave a message with LMBC at 402-441-0739, and they will be contacted. There will be no telephone notifications prior to that time.

Acceptance of Part(s):

All roles awarded to a performer by the judges must be accepted in order to participate in the production. Acceptance of roles will be done at the mandatory All-Cast Meeting on Sunday, October 6. If any role (including all understudy roles) is rejected by a performer, participation in the production may be forfeited. By accepting a part, you agree that you will not perform the choreography of this show outside of LMBC's production, unless you first obtain the permission of the Artistic Director.

Rejection of Part(s):

A performer has until 5:00 p.m. on Thursday, October 3, to notify LMBC at 441-0739 if he or she wishes to decline parts. Except for cases of illness, injury, or emergency, any performer declining any parts after this date will forfeit the right to participate in Nutcracker auditions the following year.

Communication:

As in any organization, good communication is extremely important. Please directly contact the person most closely related to your concern. Refer to page one, which identifies who is responsible for what.

You are responsible for checking your email daily for important updates from Lincoln Midwest Ballet Company.

COMPANY AND APPRENTICE REQUIREMENTS FOR PROGRAM

- **Pictures:**

Only company and apprentice dancers (as designated on the casting notification email) must be at Lux Middle School before the Cast Meeting on October 6, 2013, to have their pictures taken by Evans Photography for the Nutcracker program. Please enter through the main front door.

12:15 Company individual photos for last names beginning with A-L

12:45 Company individual photos for last names beginning with M-Z

1:00 Company group photo

1:30 Apprentice group photo

- **Attire:**

For group pictures, all dancers are to wear blue jeans and a solid black shirt of any style with long sleeves or $\frac{3}{4}$ sleeves. Please wear appropriate casual dress shoes (no tennis shoes). Dancers may wear their hair however they wish. For individual pictures, dancers may wear an outfit of their choice.

- **Proof Selection:**

Proofs will be mailed to you and must be returned to Evans Studio (7215 Grand Oaks Drive, Lincoln, NE, 68516) by October 26, 2013. Failure to select a proof by October 26th will result in the photographer making the decision. You may purchase any photo by asking Evans for details and a price sheet at the photo session. There is no purchase necessary. Evans Studio phone number is 402-450-7999.

- **Biographies:**

By October 6, 2013, please submit your biography for the Nutcracker program online at _____ using the format from previous Nutcracker programs. Include the name of your academic school and your grade. Bios will be edited for consistency.

MANDATORY ALL-CAST MEETING

All performers, along with a parent or guardian, must attend the All-Cast Meeting on Sunday, October 6, 2013, at Lux Middle School, 7800 High Street (south of 78th and Van Dorn). THE SCHEDULE IS AS FOLLOWS:

2:00 – 3:00 P.M. Maids, Nanny, Mother Ginger, Principal Dancers, Company, Apprentices, Arabian Background, Soldiers, Grandmother, Grandfather, Angels and all Backgrounds.

2:30 – 3:30 P.M. All Party Girls and Boys, Clara, Fritz, Party Parents, Bonbons, Elves, Mice, Sugar & Spice and Garland Children.

Please do not plan to leave before the ending time. A meeting will be held from 2:30 – 3:00 p.m. when both groups are present. Important information will be shared at this time and it is a great opportunity to ask questions. **Company and Apprentices will meet with the Artistic Director from 1:45 to 2:15 p.m. at Lux to elect company representatives.**

Performers are expected to attend the mandatory All Cast Meeting with their parent or guardian to:

- 1. Confirm their roles in The Nutcracker.**
- 2. Sign performers' contract distributed at the cast meeting.**
- 3. Pay a \$40 participation fee for each performer cast in The Nutcracker.**
- 4. (Optional) Purchase shirts, DVD, picture buttons, join the Lincoln Midwest Ballet Company Guild. You may purchase these items and pay the participation fee online prior to the meeting at _____.**

Performers will be given a checkout sheet upon arrival at the meeting. At each station, notations will be made on the checkout sheet. When performers and their parents/guardians are ready to leave, they will be able to write one check for all of their items.

Multiple checkout lines will be available this year.

Performers unable to attend the All-Cast Meeting due to an illness or emergency must notify LMBC at 441-0739 prior to the meeting or they will forfeit their roles.

CAST TICKET SALES

Information about Cast Ticket Sales will be given at the All-Cast Meeting on October 6, 2013.

NUTCRACKER SHIRTS AND DVD

The new 2013 Nutcracker shirts and DVDs will be for sale at the cast meeting as well as at the Nutcracker Boutique and Presale. If you have any questions or need additional shirts, please call Christine Mann at 402-328-9127.

The Lincoln Midwest Ballet Company will offer a professionally produced DVD of the 2013 Nutcracker. This wonderful keepsake for the families of dancers will include the entire cast and is a great way for the dancers to get to see their own performance. The Saturday evening performance will be taped. Order early to get the best price. DVD orders can be made after the show by mailing a check and the order form to Lana Peterson at 4100 Duxhall Drive, 68516. If you have any questions, call Lana Peterson at 402-450-2824.

NUTCRACKER PICTURE BUTTONS

Nutcracker picture buttons will be sold again this year. This is a picture of a performer on a badge that can be pinned to a lapel. The buttons are three (3) inches in diameter and say "Lincoln Midwest Ballet Nutcracker 2013." The buttons are a great way to acknowledge a child's participation in the production and show how proud you are. The buttons also help raise money for the production and provide advertisement for the show. So order lots of buttons for family members and friends to wear proudly! Cost is \$5.00 per button.

Pictures and orders will be taken Sunday, October 6, 2013, at the All Cast Meeting. Be sure to dress appropriately and take extra time with make-up and hair to look your best!

Payment must be made on October 6, 2013, when performers have their pictures taken. Buttons will be distributed to cast at rehearsals. If you have any questions, please call the Button Coordinator, Tony Montanez at 402-770-0702.

INDIVIDUAL PICTURES

Information about individual pictures will be available on the LMBC website. Group pictures will not be taken on stage this year.

Personal photography is not allowed anywhere at the Lied Center. Cameras and/or recording devices are not permitted in the Lied Center.

LINCOLN MIDWEST BALLET GUILD

Lincoln Midwest Ballet Guild was formed in 1991 to help support dance in the community, and especially the activities of Lincoln Midwest Ballet Company. The Guild sponsors a number of projects that directly benefit the Company such as:

- Providing educational outreach programs such as Backstage at the Ballet, a project that takes Company artists and dancers into one elementary school each year for a 3-day residency program. Children learn about choreography, make-up, costuming, and all the other elements that are necessary for The Nutcracker production.
- Fund-raising to help the Company financially. These projects include Nutcracker picture buttons and other activities.
- Recruiting volunteers to help with sewing costumes, boutique and rose sales, supervision and security at the Lied Center, and other special projects.
- Communicating with families about Guild activities via email.

We appreciate the many volunteers who donate their time and talents to help create such a successful relationship with the Lincoln Midwest Ballet Company. Guild meetings are open to everyone. It is a chance to be with friends you already have and to make some great new friends. Come and join us!

BACKSTAGE AT THE BALLET

If you are cast as a Big Party Boy, Big Party Girl, Clara, Fritz, Marzipan, China, Russia or Spain (no Backgrounds) you will need to be at Morley Elementary School (6800 Monterrey) on Friday, December 6 by 8:30 a.m. for a rehearsal and a performance which will end around 10:30 a.m. You may leave after changing out of your costume and returning it to the costumer. All performers need to have make-up and hair done prior to arriving at the school. Parents will need to contact their children's school to excuse them from class. You must notify the Artistic Director by Nov. 2 if you cannot perform on Dec. 6.

NUTCRACKER BOUTIQUE AND ROSE PRESALE

Roses and other great gifts will be sold at the Nutcracker Boutique and Rose Presale (location to be announced) on December ____ from 2:00-4:30. You can arrange for their delivery during Nutcracker performances at the Lied Center. Boutique staff will have cast lists available. All profit will go to support Lincoln Midwest Ballet Company. Questions should be directed to Sue Olson at 402-421-7741, or Deb Kimberly at 402-423-6591.

EMBASSY SUITES SPECIAL RATES

Embassy Suites, located at 1040 P, is offering a special rate of \$109 + tax on Dec. 12-15. Other charges may apply. Mention the special rate when making reservations or online reservations may be made at GroupService@hilton.com. Group name: Nutcracker Performance Friends and Family. Group code: Fam.

REHEARSAL INFORMATION

Check the schedule for the times you are required to attend rehearsals and performances. Lincoln Midwest Ballet Company requires cast members to attend all rehearsals scheduled for their parts. However, the Artistic Director has discretion to allow exceptions when rehearsal coincides with another very serious event. In requesting the excused absence, the cast member understands that missing a rehearsal is a serious decision with important consequences. **It is very important not to miss your first rehearsal so that you can learn the choreography with your group and correct spacing can be set.** If you absolutely must be absent from a rehearsal, the following must be done:

1. Obtain an absence form at the Cast Meeting or go online to lincolnmidwestballet.org and log in to download a form.
 2. Fill out the form as early as possible. It is helpful to also call the Artistic Line (402-441-0739) in advance of the absence.
 3. At least 2 weeks before the absence mail the form to: Kelly Duncan, 17705 South 82nd Street, Hickman, Nebraska, 685372. OR fill out the form online and it will go directly to Duncan's email.
 4. Duncan will tell the Artistic Director of the request and will inform the cast member once the Artistic Director has decided whether or not to approve the request.
 5. You must directly discuss any absence from Lied Center rehearsals or performances with the Artistic Director.
- You may request only one excused absence. Illness, injury, death of a family member, and an extraordinary circumstance are examples of an excused absence permitted.

- Unexcused absences are not allowed and may result in the performer being replaced.
- The performer must sign the contract at the Cast Meeting that indicates that she/he understands the consequence for missing a rehearsal may be the forfeiture of one performance at the Lied Center at the discretion of the Artistic Director.

Rehearsal Information in the Event of Severe Weather:

In the event of threatening weather conditions, rehearsal schedule information will be available by calling the LMBC artistic/performer phone line (402-441-0739). That information will also be given to KFOR 1240 radio station (402-466-1238.)

Rehearsal Locations:

Most rehearsals will be held at True Dance and Co. (5445 Red Rock Lane.) **All rehearsals are closed to avoid distracting the dancers and staff.** No street shoes or water bottles are allowed on the vinyl dance floors. Rosin may not be used. Do not lean on mirrors or do anything that would harm property. No food (including candy and gum) or beverage is allowed in dance studios except for water in covered containers. Food may be eaten in the snack area. Be sure to pick up all personal belongings before leaving. Rehearsal spaces must be treated respectfully so that they will continue to be available for our dance company's use.

Parents/guardians: Please be prompt in picking up your children after their rehearsals. The staff cannot be responsible for staying with your children if you are late. Please be patient if rehearsals run late due to unforeseen circumstances.

ARTISTIC STAFF'S REQUIRED RULES AND EXPECTATIONS FOR PERFORMERS

1. Perform to the best of your ability, demonstrating a positive and cooperative attitude.
2. Show respect to the Artistic and Technical Staff as you rehearse the role assigned to you. Conduct yourself in a respectful and cooperative manner during rehearsals and performances. Avoid arguing with the Artistic Staff and respond in a positive manner to corrections. Inappropriate language is not allowed.
3. Attend all scheduled and added rehearsals. Be on time.
4. Cast members may not bring personal guests to rehearsals or backstage at the Lied Center.
5. Notify Susan Steinegger (402-441-0739 or 402-488-8064) immediately if a performer is ill and unable to rehearse. If performer is ill or injured on performance dates, call the Artistic/Performer Line (402-441-0739) and leave a message. Messages are checked regularly.

6. If there is a minor injury, the Artistic Staff requires the performer to attend and observe their scheduled rehearsal.
7. Treat the rehearsal and performance space with care and respect.
8. Show consideration for other performers, as well as their belongings and costumes.
9. Wear proper dance clothes. Females should have their hair in a bun at all rehearsals. All warm-up clothing must be removed at the Artistic Staff's request.
10. Be prepared with the proper equipment for your rehearsal. If on pointe, have 3 "performance ready" pairs of pointe shoes. Jester needs to bring headpiece and Spain needs to rehearse with the fan.
11. Eating and drinking in the studio or in costume is not allowed. Food may be eaten in permitted areas only. Dispose of trash properly.
12. Check the fitting schedule for costumes and arrive promptly at your designated time. Performers are required to provide their own tights, shoes, earrings, undergarments, and make-up, unless otherwise stated.
13. Company and Apprentice members are required to attend weekly ballet classes at the studio of their choice to maintain the technical level needed to perform. Anyone with a pointe role must take point classes.
14. Cell phones must be OFF and put away throughout rehearsals.
15. Do not take photos unless you have advance approval from both the rehearsal director and the person(s) being photographed.
16. Failure to observe any of these rules may result in immediate dismissal from the production.

RULE VIOLATION CONSEQUENCES

Non-Lied Center Rehearsals:

If a performer refuses to comply with the rules and expectations listed, he or she can expect to have a conference with the Artistic Director. If the Artistic Director does not note improvement, the following consequences will occur:

Step 1: The person in charge will ask the performer to sit down or leave the room.

Step 2: The understudy will be asked to perform the role of the offending cast member for that rehearsal and, at the discretion of the Artistic Director or Ballet Mistress, possibly for the actual production.

Step 3: The offending performers' records will follow him or her to the next audition of LMBC. The Artistic Director will give the President a list of performers who will not be eligible to audition the following year.

Lied Center Rehearsals and Productions:

If a performer refuses to comply with the Lied Center rules created by the Lincoln Midwest Ballet Company, the following consequences will be applied:

Step 1: Warning

Step 2: Remove performer from the situation and discussion with the Artistic Director.

Step 3: If the inappropriate behavior continues, the possible loss of part(s) including Company or Apprentice membership; parent/guardian called; removed from facility.

Note: Any performer (regardless of age) using alcohol, illegal drugs or tobacco products at a LMBC rehearsal or performance at any site may be subject to Step 3 consequence immediately. In addition, any performer exhibiting inappropriate or unlawful behavior that is deemed to be detrimental to LMBC may be subject to Step 3 consequence immediately.

COSTUME REQUIREMENTS

All tights (unless stated otherwise) must be Prima Soft seamed (Ballet Pink color) of the non-shiny texture. **Every cast member bringing used shoes to be dyed must bring them to their costume fitting. Please put the name of the performer in each shoe, and put them in a plastic bag with your name on the outside of the bag.** If you have any questions, call Maralee Maldavs at 402-217-1272 or 402-261-9029.

Occasionally, costume requirements listed below may change. You will be notified if there are changes, additions, or deletions to the listed costume requirements.

- Performers are NOT allowed to change, alter, or add or subtract jewels, ribbons, etc. to any costume piece without being first granted permission by the Artistic Director.
- Be sure all headpieces are securely pinned on before going on stage.
- Pointe Shoes: All girls who are cast on pointe will be required to sew on their ribbons in the same fashion. Calamine lotion will be needed for the performance, and you will be shown how to apply it. Please buy your pointe shoes early including back-up pairs for performances.
- Ballet Shoes: You must provide your own leather shoes for the show.
- Character Shoes: Should be black with 1½ inch heels.
- Rehearsal Shoes: Wear the appropriate dance shoes for your role(s) at rehearsals.

The following is a list of costume supplies each performer will need to provide. Beginning at the first dress rehearsal at the Lied Center, performers must bring these items:

Clara: light pink camisole leotard, seamed pink tights, pointe shoes

Nutcracker: white tights, white ballet shoes

Fritz and Big/Little Party Boys: white tights, black ballet shoes

Big Party Girls: pink tights, leotards or briefs

Little Party Girls: pink tights, ballet shoes, leotards or briefs

Nanny, Maids, and Party Women: pink tights, black character shoes

Party Men: black socks, black character shoes

Drosselmeier: white tights, shoes

Columbine and Female Harlequin: white tights, pointe shoes to dye (Harlequin needed extra point shoes to be dyed red)

Male Harlequin: white tights, shoes to dye

Jester: shoes to dye

Angels: pink tights, pink ballet shoes, a pink, nude, or white leotard under costume

Big/Little Mice: bring used leather ballet shoes that can be dyed to costume fitting

Soldiers and Mouse King: black jazz or ballet shoes

Snow Queen, Snow Princesses, Snow Corps, Marzipan, Russia, Spain, Dew Drop, Demi Dews, Flower Corps: seamed pink tights, pointe shoes as needed

Spanish Background and Russia: flesh colored tights, black character shoes

Arabian Queen and Arabian Background: ask the costume director

China: seamed pink tights, pointe shoes

Chinese Background: black cami leotard, pink tights, black leather ballet shoes

Elves: bring used ballet shoes that can be dyed to costume fitting

Garland Children: pink tights, ballet shoes

Sugar & Spice: pink tights, ballet shoes

Bonbons: white tights, white gymnastic shoes

NOTE: Dancers invited to appear at special events may be asked to wear costumes for roles other than those for which they have been cast.

MAKE-UP AND CLEAN-UP REQUIREMENTS

The following is a list of make-up supplies each performer will need to provide. Beginning at the first dress rehearsal at the Lied Center, performers (except those specifically listed below) must have these items:

Make-up: Black liquid eyeliner, black mascara, foundation and loose powder one shade darker than skin tone, brown eye shadow, brown or black eyebrow pencil (depending on eyebrow color) blush brush, and eye shadow brush.

Hair and clean-up supplies: soap, cold cream, washcloths, facial tissues or baby wipes, hair spray, hairnets and bobby pins. If a performer has “sensitive” skin, he or she should include a tube of a cortisone-type cream.

Fingernails: No acrylic nails or nail polish, including French manicures.

Additional make-up supplies for Company and Apprentice Members, Party Girls, Maids,

Nanny and Party Women: chocolate brown eye shadow, white or cream highlighter, false eyelashes and adhesive. Check with the Artistic Director for lipstick and blush shades so that performers who are on stage at the same time will be wearing matching colors.

Angels, Little Party Girls Garland Children, Sugar & Spice, Elves, Bonbons and all Backgrounds: rose red lipstick and rose blush.

Soldiers, Big/Little Mice: black liquid eyeliner, black mascara, rose red lipstick (Mice do not need to purchase lipstick.) *LMBC will provide foundation, loose powder, and white highlights.*

Big/Little Party Boys, Fritz: foundation one shade darker than skin tone, brown eye shadow, brown or black eyebrow pencil (depending on eyebrow color), flesh tone lipstick. *LMBC will provide blush, powder and white highlights.*

Party Men: If you have your own make-up kit and would like to use it, that is fine. *Otherwise, LMBC will provide all make-up.*

HAIR STYLE REQUIREMENTS

The following is a list of hair/bun styles each performer will be required to wear for her part(s) during the dress rehearsals and productions at the Lied Center.

A “good bun” means the hair is tight to the head with no bangs or loose, wispy hairs falling around the neck or face. The bun must be secure, flat, and evenly rolled from the center out. Do not produce any knot buns or buns made out of braids.

To achieve a “good bun,” style the hair while it’s still damp from being washed. Use hair spray or setting gel to avoid fly-aways and work it in from the hairline. Start with a

ponytail at the crown of your head (don't use the bands with balls) and roll the hair as you are wrapping it around the base of the ponytail. Use bobby pins (no silver hair pins or metal clips) and a hair net that are the same color as your hair to secure the bun. Wrap the hair net tightly before you secure it.

Clara: see Artistic Director before any photos are taken

All Females (except those specifically listed): high-bun

Flower Corps and Spain: Left side part and low bun

Columbine and Bonbons: over-the-ear pigtail hairpieces (can be ordered online)

Arabian Queen, Arabian Background: high ponytail (Fall will be provided for Arabian Queen)

Chinese Background: high, flat bun to fit under hat

Big/Little Party Girls: hair down and curled with the sides pulled back. If you prefer not to curl your hair, ringlet hairpieces can be ordered online.

Party Women: wigs will be provided

LIED CENTER RULES

Room Parents please note—you will be responsible for upholding these rules!

Prior To Checking In:

1. Performers should arrive at the Lied Center with their mandated hairstyle already done.
2. Performers (except Big/Little Mice and Soldiers) should arrive at the Lied Center with their foundation already applied.
3. Performers should arrive to the Lied Center with an extra leotard and tights.

Check In:

1. Be on time, but please be aware that due to our contract with the Lied Center, performers will not be allowed into the facility for rehearsals prior to the times outlined on the schedule. For the performers' own safety and comfort, they should not arrive early.
2. Performers should check in at the Johnny Carson Theater door (11th & Q) by initialing their name on the cast roster tacked to the bulletin board every day.
3. Volunteers should check in at the Johnny Carson Theater door (11th & Q) by checking off their name on the security checklist and picking up a nametag.

4. NO PERSONS will be admitted backstage unless they are on the room parent or security list for that session. "Backstage" encompasses the entire area beyond the entry of the Johnny Carson Theater, including all the dressing rooms. If you are not on the list for that rehearsal or performance, you will not be admitted for any reason.
5. Persons who are allowed backstage are LMBC board members, official guests, artistic staff, musicians, and volunteers whose names have been given in advance to security personnel for specific duties and times.
6. Deliveries to cast members or other individuals should be left at the security table near the Johnny Carson Theatre.
7. Usage of cellular phones and cameras is not allowed backstage.

Rosin:

1. Only performers who dance on pointe are allowed to use rosin; others do not need rosin. The Lied Center does not allow rosin tracked through its facilities.

Foods/Snacks & Beverages:

1. LMBC knows that the performers will need some kind of food/snack and drink during the rehearsals, but the company must also protect the costumes from potentially "staining" substances.
2. **No colored beverages such as Kool-Aid, Gatorade, or colas of any kind will be allowed. Such beverages will be confiscated.**
Recommended Beverages: Sprite, 7-up, lemonade, or bottled water.
3. **Messy and greasy food items are highly discouraged.** If performers bring such items, they must eat out-of-costume, and the room parent may ask them to consume their food in the lounge.
Recommended Foods/Snacks: crackers, pretzels, or cold sandwiches.

Dressing Rooms:

1. **Performers are to remain in the dressing rooms until they are called to the stage.**
Room parents have the discretion to allow performers to leave the room for specific reasons such as using the bathroom, needing to see one of the costumers, or briefly watching the monitor in the lounge. The maximum number of performers who should be given permission to leave a dressing room at one time is **ONE** for every **FOUR** performers in the room.
2. Please keep the noise levels down to a minimum.
3. Please turn off the make-up lights when not in use.
4. Do not adjust the thermostats.

5. After each rehearsal or production, the performers must clean up the dressing room before they leave.
6. Absolutely no lipstick on mirrors!
7. No tape is to be used on walls at the Lied Center.
8. Dancers in Act II are not allowed downstairs before their scheduled time unless a room parent is on duty in that dressing room.

Make-Up:

1. A time chart will be posted in each dressing room. Performers need to put on make-up first, then the costumes. Please do not put costumes on too far in advance.
2. **There will be make-up charts in each dressing room giving detailed instructions on how the make-up is to be applied.** Specialty make-up such as the foundation for the Soldiers and Mice faces will be provided. Performers must provide all other necessary make-up, such as mascara, blush, and lipstick. If any performers have a reaction to the make-up, they should see the make-up specialist.
3. The soldiers may apply their own make-up; however, room parents must supervise them. It is suggested that the make-up stay in one area, such as on the counter near the sink area, so everyone can have equal access and it will not get lost. Please make sure that the application of the make-up stays uniform. Room parents will need to assist any dancers who choose not to apply the make-up themselves. If the performers are not being responsible with the make-up, room parents are asked to use their own judgment in withdrawing this privilege. Additional make-up can be requested from the make-up specialist.
4. The costume director and make-up specialist will be located in the sewing/wardrobe room should anyone need assistance. The sewing/wardrobe room is the last room on the left, basement level, stage right.

Costumes:

1. Performers are required to hang up their costumes immediately after use.
2. If a costume is found on the floor, it is to be turned into the costume director in the sewing/wardrobe room. The performer must reclaim the item of clothing from the costume director.
3. Performers will be charged if their costumes are returned with damage beyond normal use.
4. Performers need to change out of costumes immediately after dress rehearsals and performances.

5. On Sunday, room parents are requested to help with the boxing up of the costumes. The costume director will come to each room with specific instructions.

Safety:

1. All performers must walk in the halls except for performers engaged in cross-overs and quick-changes.
2. Do not sit on the edge of the stage.
3. In case of a fire evacuation, all dancers will be directed to the Embassy Suites lobby by LMBC staff and volunteers.

Hallways & Backstage:

1. When performers and adults are proceeding to the stage area via the stairs, they need to walk and be quiet.
2. There is to be no running in any hallways.
3. Gymnasts need to warm up in designated areas.
4. When performers and adults are backstage, they need to stay behind the white line, keep noise to a minimum, and return to the dressing room when not needed

Volunteer Information:

1. Please stay for the entire time period that you have been assigned. Check the informational postcard mailed to you; it will list your time(s).
2. Please dress in all black clothing so the performers can distinguish volunteers from other individuals. Also, you may be asked to accompany dancers to the backstage area or assist in fast changes. In these cases, black clothing is a necessity so audience members cannot see you.
3. Please do not bring other children from home while you are a room parent or on security duty.
4. Safety is our primary concern! Please stop any running or activity you think is dangerous or will detract from the production.

Hall Monitors:

1. Hall monitors are to keep the halls as quiet as possible since the noise can be heard backstage and in the orchestra area. Performers can be requested to go back to their rooms if they refuse to comply with a “noise warning” from a hall monitor.

2. Hall monitors may instruct the performers to return to their rooms if they have stayed the ten-minute limit by the monitors in the lounge.

Illness or Injury:

1. If a performer becomes ill at the Lied Center, an adult should escort them to the first aid area, which is in the Green Room, backstage on the main level, stage right. The Green Room will be used to isolate the performer to prevent spread of the illness until the parent/guardian can arrive to pick up the performer. Fever and symptoms indicating a contagious illness such as chills and vomiting must be considered ample reason to keep the performer away from the Lied Center. The decision as to whether or not the dancer will be allowed to perform will be at the discretion of the Artistic Director. LMBC will take care of notifying parents so volunteers are asked NOT to call parents/guardians themselves.
2. If a performer is injured while at the Lied Center, the Room Parent Coordinator should be notified, who will inform the appropriate staff members. Emergency medical care is provided in the Green Room.
3. To maintain the quality of this production, dancers are expected to perform as professionals, which would exclude them from wearing eyeglasses, splints, casts, etc. Any questions or concerns regarding dancers who have specific needs should be addressed with the Artistic Director.

Cameras:

1. **All personal photography is prohibited within the entire Lied Center facility. Please do not bring cameras.**

Prohibited Areas:

1. **Performers are not allowed to watch the production from backstage unless they are waiting for their entrance cue. They are not allowed in the house or lobby.**
2. Performers may not use the Johnny Carson Theater or adjacent area for any activity other than being dropped off or picked up.
3. Performers should not be in the Green Room unless they are ill or injured. The Green Room is the small backstage lounge off stage right.

Admittance to Watch Performance:

1. **No one is allowed to watch the production without an admission ticket. This includes watching from the Observation Room.** Performers who are only in Act I must purchase a ticket if they wish to watch Act II. Performers who are only in Act II are required to remain in their dressing rooms during Act I and may NOT watch the production in the house.

Dismissal:

1. Once performers have arrived at the Lied Center, they should not leave the facility until they have been dismissed from the rehearsal or production. Once dismissed from rehearsals, young performers can meet their parents/guardians in the Johnny Carson Theater lobby and then leave immediately. **Performers are not allowed to go outside the building to wait for their rides; thus, parents/guardians must enter the Johnny Carson Theater door to pick up their child.** After performances, parents and dancers should meet inside the Johnny Carson black box theater.
2. Everyone must be out of the Lied Center by 10:30 p.m. each night. LMBC cannot afford to pay overtime fees to the Lied.
3. The artistic staff will try to follow the dress rehearsal schedule. However, please be patient if unforeseen problems make your child late.
4. Performers must leave the Lied Center between productions on Saturday from 4:45-6:00 p.m.

Suggestions:

1. Because there is no courtesy telephone in the Lied Center for the performers to use, please supply your performer with some change should they need to use the pay telephone.
2. To help your child enjoy any free time, please send hand-held games, small (non-messy) crafts, card games, books, etc.
3. Please send a container with your child to hold flowers.
4. Do not bring expensive items such as jewelry and watches to the Lied Center. The performers may not wear them on stage, and we do not have the facilities for storing them.
5. Label all shoes, clothes, etc. with the performer's name.

ROLES

Please check the following to find out what scene(s) you are in:

Party Scene (All) Act I

Clara	Nutcracker	Drosselmeier	Dr. Stahlbaum
Fritz	Party Parents	Grandparents	Mrs. Stahlbaum
Maids	Columbine Doll	Harlequin Doll	Jester Doll
Nanny	Party Children (Big and Little)		Elves

Battle Scene (All) Act I

Clara	Nutcracker	Drosselmeier	Mouse King
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Big Mice

Little Mice

Soldiers

Snow Scene (All) Act I

Clara
Snow Corps

Nutcracker
Snow Queen

Drosselmeier

Snow Princesses

Act II (All)

Clara
Sugar Plum
Russia
Marzipan
Elves
Dew Drop
Elves

Nutcracker
Cavalier
Russian Background
Arabian Background
Mother Ginger
Sugar & Spice
Demi Dews

Drosselmeier
Spain
Arabian Queen
China
Flower Corps
Bonbons

Angels
Spanish Background
Arabian Men
China Lantern Bkgrnd
Garland Children

Intro to Act II and Finale

Clara
Dew Drop
Marzipan
Arabian Queen
(No Backgrounds, Peppermints, Cinnamon
(Elves are NOT in the Finale)

Nutcracker
Flower Corps
Drosselmeier
Arabian Princesses

Sugar Plum
China
Spain
Bonbons

Cavalier
Arabian Men
Russia
Demi Dews

(No Backgrounds, Peppermints, Cinnamon Candies or Sugar & Spice)

Rehearsal and Costume Fitting Schedule

Any changes in the schedule will be posted online by 1:00 pm each Monday for the upcoming weekend. Therefore, it is imperative that you check the LMBC website for the most current information.

If you have any questions about the schedule, call the Artistic/Performer Line at 402-441-0739 and leave a clear message. Your call will be returned promptly.