

Festival Ballet of North Central Texas – The Nutcracker

2018 Tech Week/Dress Rehearsal Information

General Information

- Please refer to *Casting Information* to identify performances for Casts A, B, C, D. Casting will be specifically noted on all Tech Week and Performance dates and times.
- All Performances and Tech Week will be held at TWU Margo Jones Hall, 305 Pioneer Circle, Denton, TX.
- While times are given on the Tech Week schedule, we ask for patience. Since this will be the first time all the dancers will have an opportunity to be on stage for their roles, it will also be the first time behind the scenes for many dancers. The published schedule is considered a guideline, and we certain groups may run longer than expected. We prioritize our younger dancers first to avoid keeping them too late.
- All dancers and Dressing Room volunteers will enter the via the small side backstage door facing Oakland Street. Do not enter using the main entrance at the of the building or the side entrances for the atrium.
- All dancers should sign-in when they arrive. Cast lists will be posted in the dancer entry area.



Terms to Understand

- Call Time – the time each dancer should be in their Dressing Room. **Five minutes early is on time.**
- Tech Week - the formal term used for Dress Rehearsal.
- House – the part of the auditorium where the audience sits.
- Wings – the areas between the curtains on the left and right of the stage.
- Cat Walk – the backstage balconies on the second and third floors.
- Green Room – the room off one of the wings where principal performers prepare and wait to be called on stage. We also use the Green Room as a costume repair shop and quick-change Dressing Room for several cast members. Only specific volunteers and performers are allowed in this area.

Safety

While the theater can be a fun and exciting place, it is also filled with hazards that many may not realize. Please make sure to review these close as well as share pertinent information with your dancer to make sure they understand the rules.

- **Authorized Volunteers** – Only authorized volunteers will be allowed backstage and in Dressing Rooms. All volunteers working during performances will have appropriate badges. Your Coordinators will have badges marked ADMIN.
- **Green Room** - The Green Room is restricted to only designated costume and quick-change volunteers and designated performers. No gentlemen can be in this area unless it's specifically designated
- **Wings** - Quite a bit happens in the wings. For this reason, this area is kept clear except when dancers are about to enter the stage or just exiting the stage. Keep in mind some dancers exit the stage quickly and may be moving to another area quickly. Equipment being moved on and off stage or being stored near the stage can damage bodies and costumes.
- **Cat Walk** - The Cat Walk is not a place for dancers or unauthorized backstage volunteers. Dancers are forbidden to be on the Cat Walk at any time. Any infraction will be an immediate notice to parents and potential request not to return.
- **Dressing Rooms** - All dancers must remain in their Dressing Rooms. Dancers needing to change rooms for any reason will need an escort. Dressing Room volunteers should NEVER leave a room unattended. If there is an issue, please alert the Dressing Room Coordinator immediately.
- **Supervision**- Parents/Guardians for dancers younger than 13 must remain onsite at Margo Jones Hall while their dancer is onsite.

Food & Drinks

- Only bottled water is permitted in House, Backstage, or in Dressing Rooms.
- All consumption of food and beverages (non-water) should be done prior to entering House, Backstage or Dressing Rooms and all garbage properly disposed.
- Please make sure that dancers have eaten and are properly hydrated prior to rehearsals and performances.
- Please no eating or drinking in costumes at any time.

Photographs, Video & Cell Phones

- Absolutely no photography or videoing of rehearsals, performances, or in in dressing rooms during Tech Week or Performances. No selfies or photographs during performance.
- Monte B will be onsite during Tech Week to photograph dancers in costume. Photographs will be taken for those interested immediately following the groups dismissal from rehearsal.
- Bruce Davis will professionally photograph performances.
- A professional videographer will be used for all performances.
- Photographs and DVD's will be available for you to purchase.

Dancer Attire

- All dancers should wear appropriate street attire into the building.
- Review Costume Requirements for Female or Male on our website in advance.
- All dancers should arrive wearing appropriate undergarments with stage hair and make-up complete.
- All dancers should bring appropriate shoes for their role. REMINDER: Lead Maids, Mice, and Cat Doll require black pointe shoes. Party Girls require satin slippers.

Costume Guidelines

- We want you to look your best on stage, so take great care of your costumes.
- Dancers must not wander around the auditorium in costume during Dress Rehearsals or Performances.
- During rehearsals or performances, you may find there is something wrong with your costume. Please let the Costume Coordinator know in the Green Room as early as possible, so it can properly be addressed.
- When it's time to remove your costume, hang up your costume and accessories. Be sure to keep all the pieces together, including any shoes and head ornamentation.
- Absolutely no eating, chewing gum, or drinking in costume.
- Dancers are to remain standing in costumes. Costumes are not designed for normal daily wear and tear, and to keep them clean in good condition, please no sitting or laying down while in costume.
- Older dancers will check out and check in their costumes from the Costume Coordinator in the Green Room. Wait for permission before removing any costume item. Costuming is responsible for keeping inventory for all items.
- Props are considered part of your costume. DO NOT touch props unless they are part of your costume and only after they are given to you.

Dressing Rooms

- Absolutely no photography or videoing of rehearsals or performances, other dancers, or in dressing rooms.
- Only bottled water is allowed in Dressing Rooms. No snacks, meals or gum are permitted.
- Remain in your dressing room until it is time for you to go to the wings, unless you have special permission from your Dressing Room Volunteer.
- Stay very, very quiet while in dressing rooms. Bring quiet games, books, puzzles, coloring books, crayons (NO MARKERS) or any other quiet activity to help relieve boredom.
- Younger dancers may want to bring sleeping bags/blankets to sit on.
- Change out of your costume and into comfortable clothes as soon as you have finished dancing. Hang up your costume and accessories. Keep all pieces together, including any shoes and head ornamentation.
- Dressing Room volunteers are not to change your child into another outfit. Bring a dance cover up for your dancer to wear out of the Dressing Room.
- Stay in your dressing room until the performance is over. Parents are asked to not pick up their dancers in the middle of the performance. They must not break face by appearing in front of any members of the audience with costumes, stage make up or dance clothes. **Dancers must remain in their dressing rooms until the end of the performance and may not join the audience during the performance.**
- **Dressing Room Volunteers need to arrive 1 hour prior to the performance**

Volunteers

Only approved volunteers will be allowed in Dressing Rooms and Backstage. All authorized volunteers will have a badge. We control access to these areas for safety purposes.

- Dressing Rooms
 - Volunteers need to attend the appropriate Dressing Room Meeting held during Tech Week. Dressing Room volunteers enter through the same entrance as dancers for both Tech Week and Performances.
 - The Dressing Room Coordinator will identify for volunteers the appropriate rooms for each of the specific groups for the performances. Since TWU will continue to have class on Friday, Dressing Rooms may change from Friday to weekend performances.
 - Volunteers are asked to help during Tech Week for the appropriate group.
- House, Boutique, Backstage
 - Volunteers are to arrive 1 hour prior to performances.
- House or Boutique
 - Volunteers should wear all black for Saturday and Sunday performances.
 - Volunteers are asked to wear a Festival Ballet T-Shirt for Friday's performance. (No Boutique Friday)

Tech Week

Why is it important?

- Dancers get a feel for the difference between dancing in leotards versus dancing in full costume.
- Costumes, make-up, and hair should be complete during Tech Week rehearsals, as pictures will be taken during this time.
- Dancers will learn their placement on the stage under lights with sets and props.
- Dancers will learn to navigate to the stage and waiting in the wings.
- The Stage Manager and the TWU Stage Crew will work in conjunction with Mr. Valiev to finalize lighting and sound along with coordinating curtain, lights and music with each dance.
- Mr. Valiev and instructors will make final adjustments in dancer technique and stage placements.
- Mr. Valiev will identify any costume or prop changes that may need to be made.

Rehearsals

- Remain seated Please no playing or running through the aisles including between seats in the Auditorium. Distractions create delays and hazards and are a general nuisance to those patiently waiting.
- Remain quiet. Maintaining a quite environment in the House and Backstage areas is imperative to have a great rehearsal. When there is too much noise, instructions onstage, backstage, or between the stage and the technical crews in the audience cannot be heard and will create delays and frustration.
- Eat or drink prior to entering the House. TWU forbids any food or drink in this area.

House Rules

- Absolutely no photography or videoing of rehearsals or performances.
- Eat or drink prior to entering the Auditorium. No food, gum, or beverages are allowed in the Auditorium.
- Remain seated. Please no playing or running through the aisles, including between seats in the Auditorium. Distractions create delays and hazards and are a general nuisance to those patiently waiting.
- Remain quiet. Volume control is imperative to those on stage as well as technical crews in the audience. If things become too loud, it delays the progress of dress rehearsals.

Dressing Room Meetings

- Dressing Room Volunteers must attend the mandatory meetings during Tech Week.
- The meeting will review etiquette and responsibilities for Dressing Rooms and will also demonstrate appropriate costuming.
- Meetings are setup to work in parallel with the Tech Week schedule. The Dressing Room Coordinator will call the groups when meetings are to start.

School Performance

- For the school show ONLY, you will notice a departure time is noted. This notation is unique for the school show only and for all other performances, dancers will remain in their Dressing Rooms the entirety of the performance.
- For pickup after performances, parents should arrive at the Oakland Street entrance (where dancers sign-in). Dancers will be brought to this area for pickup.

Gifts

- If you choose to give gifts to other casts members, we ask that these be exchanged during the Cast Party on Friday night or after performances.
- As a reminder, only bottled water is allowed in Dressing Rooms.

Inquiries

- Please send your inquiries to production@festivalballet.net.