

The NUTCRACKER

BACKSTAGE PROCEDURES AND SECURITY POLICIES

THE VETERANS MEMORIAL AUDITORIUM (The VETS)
One Avenue of the Arts, Providence, RI 02906

Please review the following information to prepare yourself and your student for our upcoming performances of The Nutcracker. In order for our production to run smoothly, it is imperative that students and guardians understand and follow our backstage procedures. If you have any questions, please email nutcracker@balletri.org or call at **401-353-2252**.

Important Dates:

- December 15-17: Evening rehearsals, Tech Week at The VETS
- December 18-28: Performances at The VETS

Performances:

- Thursday, December 18: 10:00am, DISCOVER DANCE show for school groups. Ballet RI will provide absence notes for cast members' schools if in session.
- Friday, December 19: 10:00am, DISCOVER DANCE show for school groups. Ballet RI will provide absence notes for cast members' schools if in session.
- Friday, December 19: 7:30pm, OPENING NIGHT.
- Saturday, December 20: 1:00pm and 6:30pm
- Sunday, December 21: 1:00pm and 6:30pm
- Tuesday, December 23: 1:00pm and 6:30pm
- Friday, December 26: 1:00pm
- Saturday, December 27: 1:00pm and 6:30pm
- Sunday, December 28: 1:00pm

Please note that casting is always subject to change and all students are on call for every show. In the event of an emergency such as injury or illness, a student's alternate must be ready to perform.

Drop-off and Pick-up Procedures:

For security and safety reasons, Ballet Rhode Island must respect the following policies of Veterans Memorial Auditorium (The VETS):

Only students and volunteers are allowed backstage. The Security Guard will not let any person beyond the backstage entrance if they are not a student or volunteer called for that show. All students and volunteers must enter The VETS theatre through the Park Street entrance which is located directly next to the entrance labeled "Stage Door". Do not enter through the front doors of the theatre for drop-off or pick-up.

All students must SIGN-IN each time they arrive and SIGN-OUT when they leave. Students under the age of 14 must be signed in and out by a guardian or other designated adult. Students 14 years and older may only sign in and out on their own with prior written consent from guardian. If a student will be picked up by an adult other than the guardians we currently have on file, or you would like to give permission to your student (aged 14+) to sign in/out on their own, please email nutcracker@balletri.org early as possible to arrange this authorization.

Parking near the theatre is limited and traffic is abundant! We suggest that you park in the Providence Place garage and walk your student to the Park Street door. The first two hours of parking in the garage is free. After signing in, a backstage volunteer will escort your student to their dressing room. At the end of a rehearsal or performance, you will need to sign out your student from the same door. Please plan for traffic to ensure that students are dropped off and picked up on time.

Call Schedule: The term "Call" refers to the time when students must arrive at the theatre, prior to a rehearsal or performance. Call times are different for each role, so please check your schedule carefully. If your student has more than one role and the call times are different, always arrive at the earlier time. Some students will have a warm-up class prior to the show. Scheduled warm-up classes are MANDATORY. It is important for students to warm up their muscles to prevent injury. We may also use this time to give notes and rehearse last-minute casting changes or understudies. If a student is only in ACT 1, they may be picked up at intermission. These students may join their families to watch ACT 2, only if they have removed their stage make-up and hairstyle and have purchased a ticket. If you are attending the performance, and have not purchased a ticket for your student, they must remain in the dressing room until the end of the performance. Students performing in ACT 2 will not be able to go into the audience before or after they dance and must remain in the dressing room for the duration of the performance.

Photography/Videography

Photography and/or videography of the performance from the audience or from the wings is **STRICTLY PROHIBITED!** The choreography of The Nutcracker is the property of Ballet Rhode Island and must not be duplicated in any form. Photography and videography are also distracting to the students and the audience. Any person found to be recording during rehearsals or performances will have their device confiscated until the conclusion of the event.

Students may only take photos in the hallways by the dressing rooms, ensuring that no other students are in the background of that image. Please be mindful of other students dressing and preparing for the performance when taking photos. Cameras should never be used within the actual dressing rooms. Professional photos will be available to download after the performance.

Costumes:

The wardrobe supervisors will provide specific instructions for the care of your costumes. Please be sure to hang all costumes when you have finished your performance. If you need assistance with your costume, please ask a volunteer or staff member to help you. If there is an issue with your costume, or it becomes damaged, speak with Ballet Rhode

Island staff immediately. The sooner we know about an issue, the sooner we can address it. Costumes are property of Ballet Rhode Island and are to remain at the theatre at all times. Students should never bring their costume home. Undergarments and tights provided by the student should be brought home to be laundered between performances.

DO NOT eat or drink while you are wearing your costume! Please be courteous to the wardrobe staff and thank them when they assist you.

Volunteers:

With over 100 Children's Cast members and a popular merchandise boutique to manage, we rely heavily on our volunteers to keep the show running. Volunteering is a great way to get the Ballet RI community involved and experience what happens "behind the scenes".

Cellphone:

Cellphone use in the dressing rooms should be limited. Students must focus on performing, and Volunteers must be present to assist students with changing costumes or hairstyles. Cellphones should be reserved for emergency phone calls only. All phones in the dressing rooms must remain on vibrate. Any phone on stage level must be kept on silent. Any person using their cellphone in a distracting or inappropriate manner will have the device confiscated, and it will be returned to their guardian at the conclusion of the performance.

Backstage and Performance Etiquette:

Please be respectful of all VETS personnel, Ballet Rhode Island's staff, company dancers, and all adult volunteers. Talking in the dressing rooms should be quiet and respectful. There is absolutely no talking when standing in the wings or the hallway behind the stage. Follow directions given by staff and volunteers and offer assistance to younger cast members who might need help.

Dressing Rooms:

Dressing rooms can be crowded. Please be courteous to one another by following these guidelines:

- Mirrors are limited therefore you must share. You cannot claim a spot.
- Dressing rooms must be kept TIDY at all times.
- Students must clean up after themselves and throw away all trash before leaving.
- No belongings may be left at the theatre overnight.
- Costumes must be hung up immediately after performing.
- All personal belongings must be labeled with the student's name.

What to bring to the theatre:

- Hair and make-up supplies as listed on the website.
- All required tights, leotards, shoes, etc.
- Warm cover ups such as legwarmers, socks, zip-up sweatshirts, etc.
- Non-messy snacks such as pretzels, crackers, whole fruits, etc. (NO NUTS)
- Water (absolutely no juice, coffee, tea, or other beverages that could stain costumes).
- Quiet activities to entertain younger students. Books, cards, and colored pencils are great options. Please avoid tablets and other electronics as these become distracting.

What not to bring to the theatre:

- Messy snacks, colored drinks, or any food containing nuts or nut butter.
- Gum, candy
- Messy or loud activities, markers, beads, puzzles, or other toys with small parts
- Electronics
- Jewelry and valuables

Snacks: *VERY IMPORTANT***** --- There are students with nut allergies who participate in our performances and therefore we have adopted the policy of not allowing any foods containing nuts into the backstage areas of the theatre.

THANK YOU!

We realize the tremendous effort given by families involved in this production and thank you for your cooperation and commitment to Ballet Rhode Island. Additionally, we thank all of you who volunteer and contribute to the success of The Nutcracker. We couldn't make this happen without you!!