

# *Welcome to our 18<sup>TH</sup> annual production of The Nutcracker!*

We are proud and delighted to have you join  
us in this timeless holiday tradition!

Thank you in advance for helping to create a successful production to  
share with our community!

## Performances

Friday, December 12 at 7pm

Saturday, December 13 at 1pm and 5pm

Sunday, December 14 at 1pm and 5pm

at

*Pfeiffer Hall on the campus of North Central College*

*310 E. Benton in Naperville IL*

Tickets will be sold by the Pfeiffer Hall box office 630-637-SHOW

School Performance are Monday-Thursday, December 8-11 at 10am

Please review the following packet of information and let us know if you have any  
questions. You may contact the studio at 630-778-1303 or  
company@dancewestballet.com.

We are looking forward to working with you!

With respect and gratitude,

Regina Helmer Moyano

Ricardo Moyano

Artistic Directors

# Important dates at a glance....

Nutcracker Cast list and DWB Company Members posted Monday, Sept 1  
*If you are cast in a DanceWest Ballet Company role, you are part of the DanceWest Ballet Company August through December. If you auditioned and are accepted as a year-long company member, please pick up a DWB Co. contract in the school office!*

Performance Fee due Saturday, Sept 6  
*Fee may be paid with check, Visa, MasterCard, or Discover.  
Please make checks payable to DanceWest Ballet.  
A \$10 late fee will be added to Performance Fees that are paid after Saturday, September 6*

DWB Company: Contracts and 1<sup>st</sup> payment due Saturday, Sept 6  
*DWB Company 1<sup>st</sup> payment includes Nutcracker Performance Fee  
Fee may be paid with check, Visa, MasterCard, or Discover.  
Please make checks payable to DanceWest Ballet.  
A \$10 late fee will be added to 1<sup>st</sup> payment amount if received after Saturday, September 6*

Nutcracker Roles Posted Thursday, Sept 11  
*Many dancers are cast in multiple roles so be sure to check the whole list! 😊*

Parent Meeting/shoe & tight order, volunteer forms, & waivers due Saturday, Sept 13  
*Meeting will be at 2:30 pm here at The School of DanceWest Ballet  
Please note this meeting is mandatory.  
We have made some positive changes to the nutcracker season and want to make sure everyone has all the information they will need!  
Shoe and tight orders can be paid with check, Visa, MasterCard, or Discover.  
Please make checks payable to DanceWest Ballet.*

Rehearsals begin! 😊 Saturday, Sept 20  
*DWB Company will begin rehearsing on Friday, Sept 19*

Shoe dying deadline Saturday, Sept 20  
*Roles that require shoe dying are Baby Mice, Mice, and Jesters.*

Mandatory Costume Fittings Sun. Sept 28/ Oct 5  
*Attending costume fittings are absolutely mandatory with absolutely no exceptions. A schedule with times for each role will be posted a week before each fitting. Fittings will run between 11am and 7pm on both of these Sundays. Mark your calendars now... no absences will be accepted.*

Advertising Deadline Saturday, Nov 1

Nutcracker Photo Sign up Deadline Saturday Oct 5  
*Photos are optional. Order forms are included in this packet. Dancers must submit orders by Oct 5 and sign up for a Photo Time Slot on the sign up sheet on the Call Board in the lobby.*

Nutcracker Picture Day Sunday, Oct 19

We have included many dates and deadlines to keep things running smoothly.  
We appreciate your courtesy of adhering to all deadlines and due dates!

## **Performance Fee**

Performance fees are due on Saturday, September 6.

\$125: walk-on reindeer

\$250: Jesters

\$400: DWB Company roles: Dancing Children (Act 1, except walk-ons), Maids, All Dolls, Snow Corps, Dancing Angels, Arabian Corps, Spanish Corps, Chinese, and Waltz of the Flowers Corps

\$150: All other cast members.

All fees are non-refundable with no exceptions.

Dancers who are cast in DWB Company roles are considered DanceWest Ballet Company Members August through December.

*Please make check payable to DanceWest Ballet.*

Year Round Company Members: Please submit your signed company contract along with your first payment of the company fee no later than Saturday, September 6th. You may pick up your contract in the office. Please note that the Nutcracker performance fee is included in the company contract fee.

## **Shoe & Tight Order**

Shoe and tight orders are due with payment at the parent meeting Saturday September 13th.

Please be sure to include completed forms with your check.

(All slippers, tights, and briefs must be purchased through DanceWest Ballet to ensure uniformity on stage and to uphold the level of polished professionalism our community has come to expect from DanceWest Ballet performances!)

All dancers are responsible for providing their own slippers, tights, and briefs.

All other costumes are provided by DanceWest Ballet.

Please note: all costumes are the sole property of DanceWest Ballet and cannot be taken home.

## **SHOE / TIGHT DYING**

The only roles that require shoes /tights to be dyed are Baby Mice, Mice, and Jesters.

To order shoes or tights to be dyed, please:

- Order white tights or the appropriate shoes on your shoe and tight order form
- When we receive your order, it will go directly to the volunteer dying shoes and tights.
- We will distribute dyed shoes and tights shortly before the performances.

If you need shoes dyed, you may order new shoes or you may turn in a pair you currently have that you no longer need.

If you are using a pair you already have, please:

- Safety pin them together
- Write your name and role inside both shoes
- Turn your shoes into the office with a \$5 shoe dying fee.
- The deadline for turning in shoes to be dyed is Saturday, Sept 20<sup>th</sup>.

## **Arriving to rehearsal**

*Please note: we have changed this procedure from past years.*

Dancers should arrive at the studio with plenty of time to get changed and be IN THE APPROPRIATE STUDIO by their specified rehearsal time.

Dancers no longer need to check in at the front desk; it is your responsibility to bring your dancer into the studio and escort them to the appropriate room for their rehearsal. We will be taking attendance in each rehearsal at the very start so please be prompt!

Parents are responsible for the supervision of their child during ALL times before and after their scheduled rehearsal times. DanceWest Ballet staff will only be responsible for supervision within the actual rehearsal.

If your dancer is five or younger, please bring them to rehearsal with a name tag. This would be especially helpful if your child is new to The School of DanceWest Ballet.

## **Rehearsals**

Rehearsals for company roles are held Wednesday and Friday nights, and Saturdays and Sundays 11am-7pm. All other roles will rehearse on Saturdays from 11am to 7pm and on Sundays from 11am to 7pm during the last few weeks before the performance.

Dancers do not rehearse during that entire block of time; only during the time posted for their particular role for that particular week. The rehearsal schedule is posted each Saturday for the following week. Please check the call board in the main lobby or our website at [www.dancewestballet.com](http://www.dancewestballet.com) for the current week's rehearsal schedule.

Attendance will be taken at the start of each rehearsal so please be on time.

If your dancer is cast in more than one part, please check the entire rehearsal schedule carefully.

Rehearsals are similar to classes in that dancers are supervised DURING rehearsal, but not before or after. It is your responsibility as parents to make sure they get into their assigned studio safely and have someone waiting to pick them up when they get out of rehearsal.

## **Absences**

**Absences are allowed only in the case of illness or injury.**

**Notify the studio at 630-778-1303 or [company@dancewestballet.com](mailto:company@dancewestballet.com)**

Because we only have 10 weekends to rehearse, all rehearsals are mandatory!

This is essential to create a polished and professional production for our community!

Attendance is considered in casting decisions; Dancers that miss rehearsals may be excluded from performances at the sole discretion of the Artistic Directors.

## **CASTING**

Due to the number of performances, we have multiple casts, which means that each dancer shares their roles with other cast members. Many children will be cast in more than one part so please be sure to check the entire cast list!

You will be notified at a later date which cast your child is in for each role and when he or she will perform. You will have plenty of time to order tickets!

**Dancers are expected to dance every role in which they are cast. No exceptions.**

**All casting decisions are final. Please do not contact the artistic directors regarding casting decisions.**

Most dancers will be in all (or most!) school shows. This requires that the dancer be excused from one-half day of school for each performance in which they dance. Dancers must stay for the entire length of each performance. Dancers can be picked up approximately 11:50 on school show days. (This is an approximate time, please be patient if the performance runs longer than expected!). Additional information will be given out closer to the performances.

## **VOLUNTEERS**

We want to thank our families in advance for being a part of this production, because we really do count on your support to bring everything together! We ask that at least one parent from each family volunteer a bit of time to help us with this large-scale production and contribution to our community. Please fill out the volunteer sign up sheet so that we may place you on a committee that you would most enjoy! Thank you!

## **FOOD**

We know that sometimes rehearsals can last a long time, so if your dancer will be here for longer than 2 hours, you are welcome to send along a snack. Dancers should also bring a filled water bottle. Make sure dancers have their name on their water bottles and do not send juice boxes, please. We ask that dancers are courteous and conscientious in cleaning up after themselves, and please do not send snacks if your dancer will be rehearsing for 2 hours or less. Thank you!

## **NUTCRACKER WISH LIST**

We are always looking for donations of the following items to help with our production!:

- Jewelry
- Men's Tuxedo's
- Home Furnishings (Victorian style couch, end tables)
- Ladies, men's, and girls capes
- Top hats and walking canes

**\*DUE AT PARENT'S MEETING\***

**NUTCRACKER CHECK-OFF SHEET**

**Please turn this in with your paperwork and payment -  
Thank you!**

Dancer's name \_\_\_\_\_

Parent's Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Dancer's part(s) in Nutcracker \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PAGES TO BE TURNED IN:

\_\_\_\_\_ Publicity Form

\_\_\_\_\_ Volunteer Form

\_\_\_\_\_ Signed Waiver

\_\_\_\_\_ Signed Discipline policy

\_\_\_\_\_ Shoe and Tight Order Form with payment

Please list total: \$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**TOTAL DUE \$ \_\_\_\_\_**

Check # \_\_\_\_\_

**MAKE CHECKS PAYABLE TO: *DanceWest Ballet***

# Publicity Form

## EXTRA! EXTRA!

Please fill out this form so that we can let your local newspapers know about your dancer's participation in DanceWest Ballet's production of The Nutcracker!

Name of Cast Member: \_\_\_\_\_

Parents Names: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Dancer's Age: \_\_\_\_\_

Parts in Nutcracker: \_\_\_\_\_

School: \_\_\_\_\_

Town Newspapers: \_\_\_\_\_

I agree to DanceWest Ballet Company's use of my daughter / son's name in the newspaper in conjunction with The Nutcracker production. I understand the original copy is property of DanceWest and agree to these terms. I understand that there is no payment in relation to this release.

Dancer's Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*Due at Parent Meeting

## **VOLUNTEER FORM**

Thank you for your help in this year's production! Please indicate which responsibilities you would like to help with! If we do not receive this form from you at the parent meeting, we will assign you to a job and email you with your assignment. Thank you!

\_\_\_ **REHEARSAL ATTENDANCE COORDINATOR**

*Takes attendance at rehearsals, calls absent or late dancers, coordinates all dancers getting into the right studio in a timely manner*

\_\_\_ **CHECK-IN/CHECK-OUT at performances**

\_\_\_ **FLIER DISTRIBUTION**

*Counts and delivers fliers to the offices of all of the District 203 and 204 schools*

\_\_\_ **POSTER DISTRIBUTION**

*Distributes posters to local businesses to display in their windows*

\_\_\_ **AD SALES FOR PROGRAM**

*Solicits businesses for ads in the program*

\_\_\_ **SEAMSTRESS**

*Helps with fitting, ironing, washing and repairing costumes*

\_\_\_ **SHOE DYING**

*Dyes ballet shoes and tights. (It is a spray dye)*

\_\_\_ **PROPS**

*Coordinates the inventory and repair of props, prepares props for each show, and repacks props at the end of all performances*

\_\_\_ **LOAD-IN/LOAD-OUT AND \_\_\_ TREE HELPERS**

*Moves equipment, costumes, props, and supplies between the studio and the theatre. (NEED MANY DADS TO HELP!!)*

\_\_\_ **SNACK PROVIDER**

*Purchases and distributes snacks to the dressing rooms for performances. We provide a specific snack list and pay for the snacks*

\_\_\_ **LOBBY SALES /SET UP**

*Setup, take down, and sale of merchandise in the lobby of the public performances*

\_\_\_ **ROOM HELPERS**

*Helps dancers with costumes, make-up, hair, quick changes, etc. before, during, and after the performances*

**NAME:** \_\_\_\_\_

**HOME & CELL PHONE** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**WOULD YOU LIKE TO HEAD A COMMITTEE?** \_\_\_\_\_

**Please note: you do not need to have experience in an area to be able to help! Sign up for something you can have fun with! The commitment of your time and energy is greatly appreciated! Thank you!**

**\*\*Please turn in at Parent Meeting\*\***

## **VOLUNTEER WAIVER**

I, \_\_\_\_\_, hold harmless DanceWest Ballet Company and its

affiliates for any accidents or injuries incurred at the School and Pfeiffer Hall. I

understand and agree to this.

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **DANCER WAIVER**

I, \_\_\_\_\_ do hereby give permission for my child,

\_\_\_\_\_ to be videotaped and photographed

by independent contractors authorized by DanceWest Ballet Company. I

understand that videotapes and photographs may be broadcast, used for the

publicity or reproduced for sale. I understand that any revenue derived from such

sale or transaction will be for the sole benefit of DanceWest Ballet Company. I hold

harmless DanceWest Ballet Company and its affiliates for any accidents or injuries

incurred at The School of DanceWest Ballet and Pfeiffer hall. I understand and

agree to this.

Name of Dancer (please print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

## **DanceWest Ballet Company**

### **DISCIPLINE POLICY**

All dancers in the *DanceWest Ballet Company* and in *The Nutcracker* are expected to abide by the following important policies during all classes, rehearsals, and performances to ensure respect and professionalism within our studio. Failure to fulfill these expectations may result in exclusion from *The Nutcracker*, the *DanceWest Ballet Company*, and The School of DanceWest Ballet at the sole discretion of the Artistic Directors.

1. **REHEARSALS:** Rehearsals are mandatory and absences are not acceptable. If an injury, illness, or death in the family should occur, please call the studio at 630-778-1303 or email us at [company@dancewestballet.com](mailto:company@dancewestballet.com).
  
2. **THE STUDIO:** Please respect all others and the DanceWest Ballet studio at all times. Food is permitted for rehearsals over two hours only. Water bottles are encouraged, but no other beverages are allowed. Dancers must show respect and responsibility by cleaning up after themselves and by taking all belongings home with them after rehearsal.
  
3. **BEHAVIOR:** Dancers must show respect and professionalism to the directors, instructors, fellow dancers, volunteers and parents at all times. There can be no exceptions to this very important role. Grace, gratitude, and positive attitudes are expected at all times and gossip is considered a lack of respect for others and will not be tolerated. This applies to parents as well as dancers. We count on our parents to provide a good example by also showing grace, gratitude, and positive attitudes and to refrain from gossip as well.

If a dancer or parent fails to follow these policies, they will receive a warning and may be asked to leave the rehearsal. Recurring problems may result in termination from the production and or the school. This is at the sole discretion of the Directors. These policies are essential in teaching respect and professionalism and therefore may not be compromised.

I have read and agree to comply with the following policies established by DanceWest Ballet Company. I understand that if I fail to follow the above policies, I may be terminated from The Nutcracker.

DANCER'S SIGNATURE \_\_\_\_\_

## **Nutcracker Shoe and Tight Order Form**

Tights, briefs, and slippers must be ordered through DanceWest Ballet in order to ensure uniformity and a professional appearance onstage.

Please specify Child (C) or Adult (A) on shoe, tight and dance brief sizes.

*Kindly use a separate order form for each child. Thank You!*

Dancers Name: \_\_\_\_\_

Roles: \_\_\_\_\_

Dancer's Height: \_\_\_\_\_ Weight \_\_\_\_\_ Street Shoe Size \_\_\_\_\_

Phone \_\_\_\_\_

Ballet slipper Size: \_\_\_\_\_ Color: \_\_\_\_\_ Qty \_\_\_\_\_ Price: \_\_\_\_\_

Ballet Slipper Size: \_\_\_\_\_ Color: \_\_\_\_\_ Qty \_\_\_\_\_ Price: \_\_\_\_\_

Jazz Shoe Size: \_\_\_\_\_ Color: \_\_\_\_\_ Qty \_\_\_\_\_ Price: \_\_\_\_\_

Tight Size: \_\_\_\_\_ Color: \_\_\_\_\_ Qty \_\_\_\_\_ Price: \_\_\_\_\_

Tight Size: \_\_\_\_\_ Color: \_\_\_\_\_ Qty \_\_\_\_\_ Price: \_\_\_\_\_

Dance Brief Size: \_\_\_\_\_ Color: \_\_\_\_\_ Qty \_\_\_\_\_ Price: \_\_\_\_\_

**Shoes:** Allow room for growth. Slippers are available in MEDIUM WIDTH only.

**Tights:** Please refer to available size chart. When in doubt, order up a size.

**Prices:**

Child Ballet Shoes	\$24
Adult Ballet shoes -size 3 and up	\$28
Child/Adult Jazz Shoes	\$34
Child Tights -small, inter, medium, large	\$18
Adult tights -A, B, C	\$25
Child Briefs -tot, small, medium, large	\$17
Adult Dance Briefs -small, medium, large	\$20

***\*Due at Parent Meeting\****

***DanceWest Ballet Company***  
***The Nutcracker***  
**BUSINESS ADVERTISING IN PROGRAM**

Support a local, not for profit organization by advertising in DanceWest Ballet Company's program for its 17th annual performances of The Nutcracker! Performances are December 12, 13, 14 at Pfeiffer Hall on the campus of North Central College. DanceWest Ballet Company is dedicated to bringing the fine art of dance to our community and is grateful for you support! Thank you!

BUSINESS CARD	\$75.00	4-1/2 x 1-3/4
HALF PAGE	\$150.00	4-1/2 x 3-1/2
FULL PAGE	\$250.00	4-1/2 x 7-1/2
COVER, inside front	\$300.00	5 x 8
COVER, inside back	\$300.00	5 x 8
BACK COVER	\$350.00	5 x 8

Please hand-carry or mail your camera-ready ad with payment to DanceWest Ballet, 1665 Quincy Ave., Suite 163, Naperville, IL 60540. Ads will be printed exactly as submitted. Make sure your ad is correctly sized. Ads not correctly sized will not be accepted. Please include this form with your ad. Advertisement artwork will not be returned. Thank you for your support!

BUSINESS NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CHECK NUMBER: \_\_\_\_\_

**\*DEADLINE: Saturday November 1\***

# PERSONALIZED ADVERTISING IN THE NUTCRACKER PROGRAM

Cheer on your favorite dancer with a personalized message in The Nutcracker program! Cost is \$25.00 for 30 words or less. Please photocopy form if you would like more than one message.

Please PRINT your message here:

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Dancer's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Check #: \_\_\_\_\_

Example:

To our sweet bonbon Jenna  
We are proud to see you dancing in  
The Nutcracker. We love  
You very much.  
Mom, Dad, Sarah and Jimmy

**\*Due Saturday November 1\***

# **COSTUME REQUIREMENTS**

*To ensure uniformity and a professional appearance on stage, all shoes, tights, and dance briefs must be purchased through DanceWest Ballet. Please review the costume requirements for your dancer(s) part(s) below and fill out the shoe and tights order form. ALL ORDERS and PAYMENTS ARE DUE AT THE PARENT MEETING SATURDAY, SEPTEMBER 13, 2008.*

*\*\* Please note: Mice, Baby Mice and Jesters require shoe and/or tight dying.*

## **ARABIAN CORPS:**

- **Flesh tights**
- **Red Dance Briefs**
- **\*No Shoes or depending on cast, flesh colored Pointe shoes**

## **ARABIAN SOLOIST:**

- **Green Dance Briefs**
- **Flesh colored Pointe shoes**

## **BABY MICE:**

- **White tights (to be dyed gray)**
- **Pink Ballet Slippers (to be dyed gray)**

## **BON BONS:**

- **White Tights**
- **Black Ballet Slippers**
- **White dance briefs**

## **CHERUBS:**

- **White Dance Briefs**
- **White Tights**
- **White Ballet Slippers**

## **CHESTNUT MAN:**

- **Black Jazz Shoes**
- **Black Socks**

## **CHINESE – BOYS:**

- **White Tights**
- **Black Ballet Slippers**

**CHINESE – GIRLS:**

- **Pink Tights**
- **Black Pointe Shoes and Black Ribbons**

**CLARA:**

- **Pink Tights**
- **Pink Pointe Shoes**

**COLUMBINE DOLL:**

- **Pink Tights**
- **Black Pointe Shoes with black laces to knees**

**DANCING ANGELS:**

- **Pink Tights**
- **Pink Ballet Slippers**
- **Pink Dance Briefs**

**DANCING GIRLS:**

- **Pink Tights**
- **Pink Ballet slippers**

**DEWDROP:**

- **Pink Tights**
- **Pink Dance Briefs**
- **Pink Pointe Shoes**

**FRITZ:**

- **Black Tights**
- **Black Ballet Slippers**

**HARLEQUIN DOLL:**

- **Pink tights**
- **Black Ballet Slippers**

**JESTER - BOYS:**

- **White Tights (to be dyed orange)**
- **White Ballet Slippers (to be dyed)**

**JESTER – GIRLS:**

- **White Tights (to be dyed orange)**
- **White or Pink Ballet Slippers (to be dyed)**
- **Black Sleeveless leotard (\*\*No Halter Leotard)**

**MAIDS:**

- **Pink Tights**
- **Black Character Shoes**

**MARZIPAN:**

- **Pink Tights**
- **Pink Pointe Shoes**

**MICE:**

- **White Tights (to be dyed gray)**
- **Pink Ballet Slippers (to be dyed gray)**

**MOTHER GINGER:**

- **Black Boots**
- **Colorful Knee-Socks**

**NANNY:**

- **Pink tights**
- **Black Character Shoes**

**PARENT MEN / GRANDPA:**

- **Black Socks**
- **Black Jazz Shoes**

**PARENT WOMEN / GRANDMA:**

- **Pink Tights**
- **Black Character Shoes**

**REINDEER:**

- **Black Tights**
- **Black Ballet Slippers**

**RUFFIANS:**

- **Black Tights**
- **Black Ballet Slippers**

**RUSSIAN:**

- **Black Tights**
- **Black Lace-Up Leather Boots provided by DWB**

**SMALL DANCING GIRLS:**

- **Pink Tights**
- **Pink Ballet Slippers**

**SNOW CORPS / SNOW QUEEN:**

- **Pink Tights**
- **Pink Dance Briefs**
- **Pink Pointe Shoes**

**SOLDIER – BOYS:**

- **Black Ballet Slippers**
- **Black Tights**
- **Black Short-Sleeve No-Collar Shirt**

**SOLDIER – GIRLS:**

- **Black Jazz Shoes or Ballet Slippers**
- **Black Tights**
- **Black tank-top style leotard (No halter-style please)**

**SOLDIER DOLL:**

- **Danced By Guest Artist – Costuming provided by DWB**
- **Black Tights**
- **Black Boots**

**SPANISH CORPS / SPANISH SOLOIST:**

- **Pink Tights**
- **Pink Pointe Shoes**
- **Black Sleeveless Leotard or Black Dance Briefs**

**SUGAR PLUM FAIRY:**

- **Pink Tights**
- **Pink Pointe Shoes**

**WALK-ON BOYS:**

- **Black Tights**
- **Black Ballet Slippers**

**WALK-ON GIRLS:**

- **Pink Tights**
- **Pink Ballet Slippers**

**WALTZ OF THE FLOWERS:**

- **Pink Tights**
- **Pink Dance Briefs**
- **Pink Pointe Shoes**