

The Nutcracker

Acceptance Form – Return by September 26

Cast Member's Name _____

Mailing Address _____

Phone (day) _____ Phone (evening) _____

I have been cast as a(n) _____

I understand that rehearsals are mandatory and if my child misses more than 2 rehearsals he/she will be replaced. I also understand that my dancer will be required to wear the cotton mask that is issued as part of their costume.

Parent/Guardian Signature _____

"Helping Hands"

Please make 2-3 selections, ranking your choices with "1" being your first choice. If you are willing to work more than one assignment, mark both areas with a "1".

WAB staff will follow up with assignments in a few weeks. Late forms will be assigned last.

Parent/Guardian Name: _____

E-mail: _____

Phone: _____

1. _____ Wardrobe (requires simple sewing, alterations and cleaning experience).
Saturdays October 7, October 14, October 21 & Sunday, November 12 (Not all days required)
2. _____ Building scenery and props (prior to performance)
3. _____ Front Desk (answer questions during Saturday rehearsals at Studio)
4. _____ Load-In (from Ballet to Theatre) **and** Load-Out (from Theatre to Ballet) Props, Wardrobe, etc. (Monday, December 11 **and** Sunday, December 17)

***PLEASE SEE NEXT PAGE**

On the choices below, please circle A, B, or C as they are listed.

5. _____ Security Desk*
A- Tuesday, Thursday, Saturday at Theatre
B- Wednesday, Friday, Sunday at Theatre
C- All
6. _____ Ushering
A- Saturday before and during performance
B- Sunday before and during performance
C- All
7. _____ Concession Sales and Gift Distribution
A- setting up **and** sales and organizing gift room during Saturday performance
B- sales **and** clean up and gift distribution during Sunday performance
C- All
8. _____ Dressing Room Supervision*
A- Wednesday, Friday and Sunday performance*
B- Tuesday, Thursday and Saturday performance*
C- All
9. _____ Back Stage Crew (managing scenery, props, etc. during the performances)
Tuesday – Sunday, each evening rehearsal and all performances in Ft. Smith. If you choose Back Stage Crew, you are saying you will be at every rehearsal and all performances at the ABCPAC.
10. _____ I am unable to volunteer, but I am enclosing a \$100 volunteer buyout (**payment due with acceptance form**)

*These days are set so WAB knows that there will be enough supervision of the dancers back stage. **You must commit to A or B or C.** Keeping this schedule will also ensure that the volunteers that work together know the plan from day to day. You are committed to working that shift through all rehearsals and performances that day. Time frames for dressing rooms, backstage, and security desks are approximately 4:30-9:30pm each evening (12:00-5:00pm Sunday) and will be confirmed when the production week schedule is set. Purchase tickets opposite your assigned work day.

**Please complete this form and return it by September 26 to:
Western Arkansas Ballet, 4701 Grand Ave., Fort Smith, AR 72904-7141**

Nutcracker 2023

Rehearsal Schedule at WAB Studios

Please read the following schedule very carefully! It is listed by dancer's part or by scene. If you are unsure of when your rehearsal is, please check the end of this schedule for more info! Check the rehearsal dates and times of your child's part before mailing in your acceptance form! (Be sure to read the back, too!) You will get the Schedule for Production Week in November.

Saturday, October 7		STUDIO A Rehearsals	STUDIO B	
<i>Costume</i>	10:00-11:00	<i>Clara, Maids, Governess, Harlequin, Music Box, Drummer</i>	10:00-11:00	Act II Opening
<i>Costume</i>	11:00-12:00	<i>Snow</i>	11:00-12:00	Party Children
<i>Costume</i>	12:00-12:30	<i>Mirlitons & Flutes</i>	12:00-12:45	Angels, Seraphims
	11:00-12:00	Russian Peasants	12:45-1:30	Christmas Trees
	12:00-1:00	Battle Scene	1:30-2:15	Flutes
	1:00-2:00	Buffoons	2:15-3:00	Chinese Corps & Cookies
	2:00-3:00	Arabian Corps		

Saturday, October 14		STUDIO A Rehearsals	Costume Fittings	
B	10:00-11:00	Angels, Seraphims	10:00-11:00	<i>Russian Leads & Peasants</i>
B	11:00-12:00	Party Children	11:00-11:30	<i>Buffoons</i>
B	12:00-1:00	Spanish Coprs & Matadors	11:30-12:30	<i>Lady in Waiting, Gumdrops, Peppermints, Gingerbread, BonBons</i>
A	12:00-1:00	Buffoons	1:00-2:00	<i>Flowers</i>
A	1:00 - 2:00	Arabian Corps	2:00-2:30	<i>Arabian Corps, Dew Drop Fairy</i>
B	1:00 - 2:00	Winter Sprites	2:30-3:00	<i>Spanish Lead & Corps, Matadors, British</i>
A	2:00 - 3:00	Battle Scene	3:00-3:30	<i>Chinese Lead, Corps & Fortune Cookies</i>
B	2:00 - 3:00	Flutes		

Sunday, October 15

	2:00-4:00	Party Adults & Butler for <i>Costume Fitting then rehearsal</i>		
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Saturday, October 21

STUDIO A		Costume Fittings	
		10:00-11:00	<i>Mice, Mouse General, Mouse King, Baby Mice</i>
		11:00-12:00	<i>Angels, Seraphims, Cheribums*</i>
A	12:30-1:30	Chinese Corps & Cookies	<i>Soldiers, Soldier General</i>
A	1:30-2:30	Act II Opening**	<i>Party Girls and Party Boys, Fritz</i>
B	2:30-3:30	Russian Peasants	<i>Christmas Trees, Spirit, Winter Sprites, Snow Queen</i>
A	2:30-3:30	Winter Sprites	
A	3:30-4:00	Baby Mice, Mouse King	
B	3:30-4:00	Buffoons	

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Sunday, October 22

	2:00-4:00	Party Adults		
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Saturday, October 28

STUDIO A

STUDIO B

			10:00-11:00	Act II Opening
			11:00-11:45	Chinese All /Cookies
			11:45-12:30	Spanish Corps, Matadors
	12:00-1:00	Battle Scene	12:30-1:00	Angels, Seraphims
	1:00-2:00	Spirit/Christmas Trees	1:00-2:00	Russian Peasants
	2:00-3:00	Party Children	2:00-3:00	Buffoons
	3:00-4:00		3:00-4:00	Arabian Corps

Sunday, October 29

STUDIO A

STUDIO B

	2:00-4:00	Party Adults	TBA	Clara & Prince
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Saturday, November 4

STUDIO A

STUDIO B

			10:00-11:00	Act II Opening
			11:00-11:45	Chinese All /Cookies
			11:45-12:30	Spanish Corps, Matadors
	12:00-1:00	Battle Scene	12:30-1:00	Angels, Seraphims
	1:00-2:00	Spirit/Christmas Trees	1:00-2:00	Russian Peasants
	2:00-3:00	Party Children	2:00-3:00	Buffoons
	3:00-3:30	Baby Mice, Mouse King	3:00-4:00	Arabian Corps

Sunday, November 5

STUDIO A

STUDIO B

	2:00-4:00	Party Adults		
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Saturday November 11

STUDIO A

STUDIO B

	12:00-1:15	Party Scene		
	1:00-2:00	Dream Scene		
	2:00-4:00	Act II		

Sunday November 12

	ALL Day	Nutcracker Photos	Schedule will be sent separate.	
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Saturday November 18

STUDIO A

	12:00-1:15	Party Scene		
	1:00-2:00	Dream Scene		
	2:00-4:00	Act II		

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Sunday, November 19 STUDIO A

			TBA	Clara & Prince
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Saturday, November 25 STUDIO A

		TBA		
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Sunday, November 26 STUDIO A

	No Rehearsal			
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Saturday, December 2 STUDIO A

	12:00-1:15	Party Scene		
	1:00-2:00	Dream Scene		
	2:00-4:00	Act II		

Sunday, December 3 STUDIO A

	Sugar Plum Fairy Tea	A separate schedule will sent out for this event		
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Saturday, December 9 STUDIO A

	12:00-1:15	Party Scene		
	1:00-2:00	Dream Scene		
	2:00-4:00	Act II		

Sunday, December 10 STUDIO A

			1:00 - 3:00	Clara & Prince
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Parts and the Act(s) in Which They Appear

Party Scene (Act I): Party Adults, Clara, Fritz, Drosselmeyer, Party Children, Maids, Governess, Butler, Harlequin Gril & Boy, Music Box Doll, Drummer Doll, Spirits of Christmas

Dream Scene (Act I): Mouse King, Prince, Generals, Mice, Baby Mice, Soldiers, Clara, Spirit of Christmas, Christmas Trees, Cherubims, Angels, Seraphims, Snowflakes, Winter Sprites

Act II: Clara, Prince, Lady-in-Waiting, Gumdrops, Peppermints, Gingerbread, Spanish Lead, Spanish Corps, Matadors, Arabian Leads, Arabian Corps, British Lead, Chinese Lead, Chinese Corps, Fortune Cookies Russian, Peasants, Mother Buffoon, Buffoons, Cherubium, Flowers, Dew Drop, Mirliton, Flutes

***Cherubim only attends rehearsals at the Theatre (Please see Mrs. Schoenfeld for more info)**

****Act II Opening is Ladies-in-Waiting, BonBons, Peppermints, Gumdrops & Gingerbread**

*****Battle Scene is Mouse King, Prince, Generals, Mice, Soldiers (NOT Baby Mice)**

Costume Fittings Oct 7th

10:00-11:00	<i>Clara, Maids, Governess, Harlequin, Music Box, Drummer</i>
11:00-12:00	<i>Snow</i>
12:00-12:30	<i>Mirliton & Flutes</i>

Costume Fittings Oct 14th

	<i>Russian Leads & Peasants</i>
11:00-11:30	<i>Buffoons</i>
11:30-12:30	<i>Lady in Waiting, Gumdrops, Peppermints, Gingerbread, BonBons</i>
1:00-2:00	<i>Flowers</i>
2:00-2:30	<i>Arabian Corps, Dew Drop Fairy</i>
2:30-3:00	<i>Spanish Lead & Corps, Matadors, British</i>
3:00-3:30	<i>Chinese Lead, Corps & Fortune Cookies</i>

Oct 15th 2:00-4:00

Party Adults & Butler

Costume Fittings Oct 21st

10:00-11:00	<i>Mice, Mouse General, Mouse King, Baby Mice</i>
11:00-12:00	<i>Angels, Seraphims, Cheribums*</i>
12:30-1:30	<i>Soldiers, Soldier General</i>
1:30-2:30	<i>Party Girls and Party Boys, Fritz</i>
2:30-3:30	<i>Christmas Trees, Spirit, Winter Sprites, Snow Queen</i>



The Nutcracker Schedule for December 11-17, 2023

Thank you so very much for all of the long hours and hard work that you devote to these rehearsals and performances. It is the hard work and dedication of you and our volunteers that makes our annual production of *The Nutcracker* such a success.

All of the following rehearsals will take place at the ArcBest Corporation Performing Arts Center. Please know that end times are approximate, but we will do everything possible to end by the scheduled time.

All rehearsals are closed.

Monday, December 11

No rehearsals. Volunteers will load-in sets, props, and wardrobe to the theatre. Please contact the studio by Thursday, December 2, if you are available to help with Load-in.

Tuesday, December 12

Act II		Party Scene		Dream Scene	
5:30 pm	Call Time	6:30 pm	Call Time	7:30 pm	Call Time
6:30-7:30 pm	Go	7:30-8:15 pm	Go	8:00-9:30 pm	Go

Wednesday, December 13

Party Scene		Dream Scene		Act II	
5:30 pm	Call Time	6:00 pm	Call Time	7:00 pm	Call Time
6:30-7:30 pm	Go	7:00-8:00 pm	Go	8:00-9:30 pm	Go

**Thursday, December 14
(Dress Rehearsal)**

Party Scene		Dream Scene		Act II	
5:30 pm	Call Time	6:00 pm	Call Time	7:00 pm	Call Time
6:20 pm	Costume	6:50 pm	Costume	7:50 pm	Costume
6:30-7:30 pm	Go	7:00-8:00 pm	Go	8:00-9:30 pm	Go

Friday, December 15
(Dress Rehearsal)

Morning School Performances—To Be Announced

<i>Party Scene</i>		<i>Dream Scene</i>		<i>Act II</i>	
6:00pm	Call Time	6:15 pm	Call Time	7:00 pm	Call Time
6:45 pm	Costume	7:00 pm	Costume	7:50 pm	Costume
7:00-8:30 pm	Go	7:15-8:30 pm	Go	7:30-9:30 pm	Go

Saturday, December 16
(Performance with Full Cast)

Morning Spot Rehearsals—To Be Announced

<i>Party Scene</i>		<i>Dream Scene</i>		<i>Act II</i>	
5:30 pm	Call Time	6:00 pm	Call Time	6:30 pm	Call Time
6:30 pm	Costume	6:45 pm	Costume	7:15 pm	Costume
7:00-8:30 pm	Go	7:15-8:30 pm	Go	7:45-9:30 pm	Go

Sunday, December 17
(Performance with Full Cast)

<i>Party Scene</i>		<i>Dream Scene</i>		<i>Act II</i>	
1:00 pm	Call Time	1:00 pm	Call Time	1:15 pm	Call Time
2:00-3:30 pm	Go	2:15-3:30 pm	Go	2:30 pm-4:30 pm	Go

website: www.waballet.org
e-mail: info@waballet.org
phone: 479-785-0152



2023-2024 Medical Release Form

Dancer's Name: _____

Age: _____

E-mail: _____

Phone: _____

Mailing Address: _____

City: _____ State _____ Zip _____

Doctor's Name: _____

Phone: _____

Hospital: _____

Phone: _____

In case of emergency, call

Name: _____

Phone: _____

Name: _____

Phone: _____

In case of emergency, I give Western Arkansas Ballet (WAB) permission to seek medical help for _____
Yes _____ No _____

The undersigned has adequate health and medical insurance coverage and will not look to WAB in any way whatsoever for any damage, injury, or claim that may arise out of his or her participation in WAB activities.

Dancer's Signature

Parent/Guardian Signature

2023-2024 Photo/Video Release Form

This form authorizes Western Arkansas Ballet to photograph and videotape me and/or my child in Academy classes, rehearsals, and performances during the 2023-2024 season.

I understand that photos and/or videos may be used on the Western Arkansas Ballet website, Facebook page, press releases, and other media.

By signing this form, I give Western Arkansas Ballet permission to photograph and videotape me and/or my child, and to use the photos and videos for the purposes listed above.

Yes _____ No _____ Yes, but with exceptions _____

Print Dancer Name

Print Guardian Name

Date

Guardian Signature



**Western Arkansas Ballet Volunteer Code of Conduct
2023-2024 Season**

Western Arkansas Ballet relies on its volunteers to present quality productions and an excellent environment for dance education. In an effort to provide a positive environment for our volunteers, dancers and staff, we require that all volunteers agree to the following code of conduct:

- Refrain from the use of profane, insulting, harassing or otherwise offensive language while volunteering.
- Refrain from public criticism of dancers, staff or other volunteers.
- Abstain from the use of drugs, alcohol and tobacco products while volunteering.
- Respect others' dignity; verbal or physical behaviors that constitute harassment or abuse are unacceptable. WAB's prime objective is to provide quality dance education in a safe, comfortable environment for our dancers. Any behavior that makes our dancers uncomfortable will not be tolerated.
- Refrain from acting on behalf of WAB with any organization or individual without the expressed direction of WAB's Executive Artistic Director or Board of Directors.

Our organization accepts the service of all volunteers with the understanding that such service is at the discretion of the organization. Volunteers agree that WAB may at any time, for whatever reason, decide to terminate the volunteer's relationship with WAB.

The volunteer may at any time, for whatever reason, decide to sever the volunteer's relationship with WAB.

I agree to abide by this code of conduct.

Parent/Guardian Name (printed) _____

Parent/Guardian Name (signed) _____

Date _____

Nutcracker Survival Guide

(This is to help our first time Nutcracker participants, but is helpful for all)

THIS YEAR: Order forms for "extras" will be sent in a separate packet, Packet 1A. When we receive your acceptance and helping hands forms, medical/media release, and volunteer code of conduct, a separate PACKET 1A which includes order forms for the extras such as t-shirt, DVD, program ads, special messages, yard signs, and picture day information will be sent.

Things available for Purchase (*Proceeds for these sales go to support the WAB Guild):

- 1) *Nutcracker T-shirts** are available for purchase by preorder. Check your Nutcracker Packet 1A for order forms and due date.
- 2) *Nutcracker Yard Signs:** These are personalized signs that can either have your child's name or part printed on them. They help advertize for the ballet. These are available by preorder. Check your Nutcracker Packet 1A for order forms and due date.
- 3) *Gifts and concessions sales:** There will be a few sales dates in which you may purchase Nutcracker themed gifts for your child. These dates are typically announced and are at the Sugar Plum Fairy tea, and the days of the performances at the theater. There will be tables set up near the security area that family and friends may leave gifts for their performer.
- 4) Dvd:** Performance DVDs are available for purchase by preorder. Check your Nutcracker Packet 1A for order form and due date.
- 5) Program Ads and Special Messages:** Individuals or businesses may purchase Program Ads or Special Messages in the program. Order forms will be included in Nutcracker Packet 1A.
- 6) Health and Safety:** Please stay home if your dancer is ill. Please follow doctor's recommendations for isolation and quarantine.

Helping Hands: In order to have a successful production, we need your help as a volunteer. All participants' parents are required to volunteer in some capacity or to pay a fee. Please sign-up on Sign-Up Genius <https://www.signupgenius.com/go/10C0E4AA8AE2CA4F9C25-nutcracker>

Photo day: Your child will have their photo taken individually and in a group for each part they are cast as. These photograph times will be scheduled by part. You will need to complete an order form for each part. Please note on the form which part it is for. You may write one check per family payable to Kim Singer Photography. **Photo day is November 14. Schedule will be sent out with next packet.**

Security: Each child will be required to be signed in and out by a parent/guardian on all rehearsal days at the studio. Each child will be required to be signed in and out by a parent/guardian at the back stage security desks at the theater. No one will be allowed backstage that is not cleared through security and has the appropriate name badge on. We take the safety of your children as a serious matter.

Gift Exchange among cast: It is common practice for cast members to exchange small token gift by part. These items are often part or Nutcracker themed. This is not required and do not feel pressured to do this. These gifts can be left at the the security desk. There is a cast list on the bulletin board in the studio that has the full cast listed by part and a cast list will be included in Packet 2. Gifts are not allowed to be taken into the dressing rooms.

Makeup: Makeup will not be applied at the theatre this year. WAB will have a tutorial for each dancer's family to watch. Makeup has to be applied before coming to the theatre. Please send makeup wipes and/or remover with each dancer. Makeup must be removed before being dismissed.

Attention: Points of Interest

- ▶ December 12-17 rehearsals will be held at the ArcBest Corporation Performing Arts Center (ABCPAC). You will receive a specific schedule in November.
- ▶ If you would like to help with constructing and/or repairing wardrobe, please contact the studio (785-0152) as soon as possible.
- ▶ If your child is required to be at the rehearsals prior to and following a scheduled lunch break, please send a sack lunch with them. To help keep rehearsals running on time, we ask that all students NOT LEAVE the studio during the lunch break. Thank you.
- ▶ Your cooperation is greatly appreciated. This is a very professional production. Over 2,000 area residents will view this year's production. Please understand that these are mandatory rehearsals and if your child misses more than 2 rehearsals, he/she will be replaced. If your child must miss a rehearsal, please call the studio (785-0152) in advance. Thank you for your interest and participation in this wonderful production.
- ▶ Western Arkansas Ballet is a nonprofit organization that relies on volunteers for its productions. If your child has been selected for a part in *The Nutcracker*, you are expected to volunteer in some capacity at rehearsals and during the performance. Please complete and return the Acceptance/Helping Hands document in this packet.
- ▶ Parking at the studio is limited. Please do not park in the lot across 47th Street. If you drive and stay for rehearsal, please park across Grand Avenue at the Crisis Pregnancy Center.

2023 The Nutcracker Wardrobe Requirements

Part	Wardrobe
Party Adults	<u>Ladies:</u> Black character shoes, nude panty hose <u>Gentlemen:</u> Black soft-sole shoes, black dress socks
Party Children	<u>Girls:</u> Black ballet shoes, pink tights, solid color leotard <u>Boys:</u> Black ballet shoes, White collared shirt, white knee socks/tights
Maids/ Governess	Black character shoes and pink tights
Butler	Black soft-sole shoes, black dress socks
Clara	Pink pointe shoes, black ballet slippers and pink tights
Music Box Doll	Pink Pointe shoes and pink tights
Harlequin Girl	Pink Pointe shoes and pink tights
Harlequin Boy	Black ballet shoes and pink tights
Drummer Doll	Red Pointe shoes and lined (seamed) pink tights
Spirits of Christmas	Pink Pointe shoes and pink tights
Christmas Trees	Pink ballet shoes and pink tights
Nutcracker Prince	White ballet shoes and white tights
Mouse King,	Black ballet shoes/ black jazz shoes, black tights
Mouse General, & Mice	Black ballet shoes
Baby Mice	Pink ballet shoes and pink tights
Soldier General & Soldiers	Black ballet shoes, pink tights, solid colored leotard for girls
Angels & Cherubim	Pink ballet shoes, pink tights, light pink, blue, or white leotard
Seraphim	Pink pointe shoes or Pink ballet shoes, pink tights, nude leotard
Snow Queen	Pink Pointe shoes and lined (seamed) pink tights
Snowflakes	Pink Pointe shoes and lined (seamed) pink tights
Winter Sprites	Pink ballet shoes and pink tights
Lady-in-Waiting	Pink Pointe shoes and pink tights
Peppermints	Pink ballet shoes and pink tights
Gumdrops	Pink ballet shoes and pink tights
Gingerbread	Black Ballet Shoes, Black Tights, Black Leotard
BonBon	Pink ballet shoes and pink tights
Pages	Pink ballet shoes and pink tights
Spanish Lead	Pink Pointe Shoes and pink lined(seamed) tights
Spanish Corps	Black character shoes and pink lined(seamed) tights
Matador	Black jazz pants, black ballet slippers, black dress socks
Arabian Lead	Pink Pointe shoes and lined (seamed) pink tights
Arabian Corps	Pink ballet shoes and pink tights
Arabian Gems	Pink Ballet Shoes, Pink tights, Nude Leotard
British Lead	Pink Pointe Shoes and pink lined(seamed) tights
Chinese Lead	Pink Pointe shoes and pink tights
Chinese Corps	Pink Pointe shoes or pink ballet shoes and lined (seamed) pink tights
Fortune Cookies	Black ballet shoes, pink tights, and black leotard
Russian	Pink Ballet shoes and pink lined(seamed) tights, nude leotard
Peasants	Pink Ballet shoes and pink tights, nude leotard
Buffoons	Black ballet shoes and pink tights, black leotard
Dew Drop Fairy	Pink Pointe shoes and pink tights lined (seamed)
Waltz of the Flowers	Pink Pointe shoes and pink tights lined (seamed)
Little Flowers	Pink ballet shoes and pink tights
Mirliton	Pink Pointe shoes and pink tights lined (seamed)
Flutes	Pink Ballet shoes and pink tights lined (seamed)
Little Bo Peep	Pink Pointe shoes and lined (seamed) pink tights
Wolf	Black jazz shoes and black tights
Sheep	Black ballet slippers, black tights, black leotard