

# westernArkansas **BALLET**

November 6, 2023

Dear Parents and Volunteers,

We truly appreciate your help and support. It would be impossible to create this wonderful production without you! **Please read through this entire packet.** We will have a mandatory **Helping Hands meeting for ALL volunteers on Saturday, December 9 at 12:15 p.m.**

Enclosed you will find the following: a Production Week rehearsal schedule, Helpful Hints, Hair Requirements, at home Makeup Requirements, Backstage Rules and Etiquette, and DVD order form. The Backstage Rules and Etiquette page has a form at the bottom that **MUST** be signed by both a parent/guardian and the dancer and returned to Western Arkansas Ballet by Saturday, December 9.

We will begin rehearsals at the ArcBest Performing Arts Center on Tuesday, December 12, and there is a chain of command set up to allow for smooth-running rehearsals and performances, as well as the safety of each child. Please notice the **Tuesday rehearsal begins with Act II and is followed by Act I rehearsal and Wednesday is in show order.** Thursday is dress rehearsal FULL CAST.

The Cast and Volunteer Co-Coordinators (Amber Bryant & Sara Fink), in addition to the wonderful volunteers at the security desks, know what Western Arkansas Ballet Staff expects and have the authority to maintain these expectations. These rules and guidelines are for the safety of your child, and we expect you and your child to follow them.

We do realize that this can be a time of high anxiety. Please work together and remember to respect others as you would like to be respected. Thank you to each and every performer, parent, and volunteer for your cooperation and your immense dedication of time and talent.

Happy Nutcracker!

Respectfully,  
Mrs. Melissa Schoenfeld, Mr. Jared Mesa & Mrs. Brianna Mesa

# westernArkansas BALLET

## *The Nutcracker* **Company & WAB II** 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 rehearsals are closed.** We do encourage you to order a DVD of the performance — Order forms are available online and at the front desk of the studio. Deadline is December 18.

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.

### **Monday, December 11**

No rehearsals. Company may take the night off OR may take class.

All WAB Company (**WAB II- Barre Only**) **must** attend warm-ups at the theatre on December 13-18.

### **Tuesday, December 12**

4:30 pm	Call at Theatre
5:00 pm – 6:00 pm	Warm-up on Stage- <b>WAB II- barre only</b>
6:30 pm - 7:30 pm	Act II at Theatre
7:30 pm - 8:15 pm	Party Scene at Theatre
8:00 pm - 9:30pm	Dream Scene at Theatre

### **Wednesday, December 13**

4:30 pm	Call at Theatre
5:00 pm – 6:00 pm	Warm-up on Stage- <b>WAB II- barre only</b>
6:30 pm - 7:30 pm	Party Scene at Theatre
7:00 pm - 8:00 pm	Dream Scene at Theatre
8:00 pm - 9:30pm	Act II at Theatre

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

4:30 pm	Call at Theatre
5:00 pm – 6:00 pm	Warm-up on Stage- <b>WAB II- barre only</b>
6:30 pm - 7:30 pm	Party Scene at Theatre
7:00 pm - 8:00 pm	Dream Scene at Theatre
8:00 pm - 9:30pm	Act II at Theatre

**Friday, December 15**  
**(Dress Rehearsal)**

Morning School Performances—To Be Announced

5:00 pm	Call at Theatre
5:30 pm – 6:30 pm	Warm-up on Stage- <b>WAB II- barre only</b>
7:00 pm	Dress Rehearsal

**Saturday, December 16**  
**(Performance with Full Cast)**

Morning Spot Rehearsals—To Be Announced

5:00 pm	Call at Theatre
5:15 pm – 6:15 pm	Warm-up on Stage- <b>WAB II- barre only</b>
7:00 pm	Performance

**Sunday, December 17**  
**(Performance with Full Cast)**

12:00 pm	Call at Theatre
12:15 pm – 1:15 pm	Warm-up on Stage- <b>WAB II- barre only</b>
2:00 pm	Performance



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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**

<i><b>Act II</b></i>		<i><b>Party Scene</b></i>		<i><b>Dream Scene</b></i>	
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**

<i><b>Party Scene</b></i>		<i><b>Dream Scene</b></i>		<i><b>Act II</b></i>	
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)**

<i><b>Party Scene</b></i>		<i><b>Dream Scene</b></i>		<i><b>Act II</b></i>	
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

<b><i>Party Scene</i></b>		<b><i>Dream Scene</i></b>		<b><i>Act II</i></b>	
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

<b><i>Party Scene</i></b>		<b><i>Dream Scene</i></b>		<b><i>Act II</i></b>	
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)**

<b><i>Party Scene</i></b>		<b><i>Dream Scene</i></b>		<b><i>Act II</i></b>	
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](http://www.waballet.org)  
e-mail: [info@waballet.org](mailto:info@waballet.org)  
phone: 479-785-0152

# western Arkansas **BALLET**

## Hints to Surviving *The Nutcracker*

Dress Rehearsal is on Thursday night. This means every dancer needs full costume and makeup for every part, including the correct color and type of shoes, tights, etc. The more the dancers practice in full costume, the better they will feel and look during performances.

### **Health and Safety**

For the health of all involved in the production, if you dancer is ill, please stay home. Refer to the Arkansas Department of Health website for guidance on isolation and quarantine in regards to COVID-19. Masks are not required, but are optional at the discretion of individual dancers.

### **Hair**

\*Hairnets are excellent to keep buns in place and can be purchased at the studio as well as most retail stores including Dollar General, Walgreens, or Wal-Mart. Be sure to buy an appropriate color for the dancer's hair. Gel or mousse work great for getting those little loose ends up. A hairbrush, bobby pins, hair gel, hair spray, etc. should be sent with the dancer. Please make sure your child does not have any unnatural haircolor.

### **Makeup**

\*Please watch the makeup video and have dancer's hair and makeup complete prior to arriving at the theatre. **The make-up video will be posted on our website on the productions/cast forms tab beginning on December 1, 2023.** <https://www.waballet.org/productions/cast-forms/>

\*Gel-type baby oil works great to remove the adhesive felt circles used on the dancers' faces.

\*The face makeup can be a little harsh on young skin, so you may want to start applying a moisturizer a few days before dress rehearsals begin to condition the skin.

\*Dancers should remove all nail polish on fingers and toes before dress rehearsals and performances.

\*Please bring your own makeup remover to the theatre. Ponds is a great choice for young skin because it is so moisturizing.

### **Wardrobe**

\*Please be sure that your dancer has both dance shoes, right and left, and anything else needed for the costume that must be brought from home. This saves a lot of frantic phone calls and anxiety for everyone!

**\*Please label EVERYTHING with the dancer's name.**

\*Please send a small bag labeled with your dancer's name to the theatre with your child to keep clothing and personal items in while in the dressing room. This will prevent lost clothing and other items.

\*No panties under leotards please!

\*No jewelry.

**Angels** \*Angels need a very light colored leotard under their white robes. Very light pink, very light blue, or white works best, but lavender does not work. Also, the Angel's hair needs to be pulled up as high as possible to accommodate the halo.

### **Prior to Arrival at the Theater**

- \*Please be sure that your dancer has had a good meal before arriving at the theatre.
- \*Hair and makeup is complete.

### **Backstage**

Each scene (i.e. Party Scene) has a specific call time, so please pay close attention to the schedule.

\*Act I dancers will be dismissed at the end of their scene's rehearsal. Beginning on Thursday, your dancer must be picked up at intermission if in Act I only, or after the performance if in both Acts, or in Act II only. Pick up is outside the glass door by the Green Room.

\*No one is allowed to release dancers from rehearsals except Mrs. Schoenfeld. If you must leave a rehearsal at a specific time, it is best to address this with Mrs. Schoenfeld prior to arriving at the theatre. The rehearsal schedule will be followed as closely as possible, but please remember that a quality performance takes lots of attention to detail, and things sometimes take a little (or a lot) longer than expected.

\*Please be patient when waiting to pick up your child after dress rehearsals and performances. Remember that removing makeup and changing clothes takes some time, especially for younger dancers. Your child will be escorted to the back door security desk as soon as possible for pick up.

\*Sound carries easily in the dressing room, so everyone needs to remember to keep the noise to a minimum in the dressing area and be especially quiet when in the hallways, going back and forth to the stage. Please talk to your child about this before coming to the theatre.

\*It is in everyone's best interest to adhere to the following rule if you have a question at the theatre: **Please speak to Mrs. Amber Bryant or Mrs. Sara Fink, Cast and Volunteer Co-Coordinators**, who will then take the issue to **Stephan Copeland, Stage Manager**, who will take the issue to Mrs. Schoenfeld. This saves a lot of time and frustration for everyone.

### **Gifts**

\*A gift table will be located at the security desk. Once your child is checked in, please drop off any gifts/flowers at the security desk. Please make sure their first and last name and part are tagged on the gift/flowers. Your child's gifts/flowers will be put together in a bag/box to be picked up at the security desk when they leave on Sunday.

\*Party adults may purchase small gifts for their "children". Often, lead characters also give small gifts to their "group" (i.e., the Soldier General may give gifts to the Soldiers). These are usually just little candy bags, small ornaments, or some other token. Please understand that this is optional, not required, and not all dancers receive gifts. Please, no homemade food items.

With a little consideration and cooperation, this will be a very memorable and enjoyable event for everyone!



## 2023 The Nutcracker Makeup Requirements

Western Arkansas Ballet will not apply makeup at the theatre this year. You will need to watch the makeup tutorial on how to correctly apply the makeup for all parts before arriving to the theatre. This includes all of The Nutcracker Cast members.

The make-up video will be posted on our website on the productions/cast forms tab beginning on December 1, 2023.  
<https://www.waballet.org/productions/cast-forms/>

Thank you for your assistance in making this production a great success!



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## Items to bring to the Theatre

- Makeup Removal—Please bring the following items in a Ziploc bag with your child's name and part **clearly labeled**.
  - Makeup remover—cloths, face wash, Ponds, or Nivea cold cream
  - Several washcloths
  - Facial moisturizer
  - Tissues
  - Q-tips
  - Cotton balls

Please do not send exfoliating makeup wipes. These damage your child's skin.

- Items such as homework, books, or quiet games to keep your dancer occupied while waiting backstage. Please refrain from sending music players without headphones. **ALL LABELED WITH NAME.**
- Dance Shoes & Clothes—Please make sure your dancer has all his or her needed dance shoes and wardrobe items. Please **LABEL** shoes and clothing with your dancer's name to avoid confusion backstage.

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## Backstage Rules and Etiquette

Please talk to your child about these rules before coming to the theatre.

1. **Dancers should arrive for all theatre rehearsals and performances with makeup on and hair in a bun. (Party girls should wear their hair down.) No bangs.** If a dancer is required to pull hair up for a second part, items must be sent to accomplish this.
2. As in most ballets, the costumes, choreography, and makeup designs belong to the ballet company. **Therefore, all makeup must be removed before leaving the dressing room.** Each dancer should bring a wet washcloth, makeup remover (Johnson's baby shampoo works great!), moisturizer, tissues, makeup remover wipes, Q-tips, cotton balls, etc. to aid in this process. These items should be placed in a large ziplock bag and marked with the dancer's name and part.
3. As mentioned above, costumes are also the property of Western Arkansas Ballet and are quite expensive to repair or replace. **It is the responsibility of the dancer to keep up with all pieces of the costume.** All costumes are either on hangers or in ziplock bags, and all items are marked with the dancer's name. After rehearsals and performances, **the dancer must place the costume and all pieces neatly back on hangers and/or in the bags provided. This must be checked and verified before the dancer leaves the dressing room area.**
4. **Dancers should be taken to the table at the Security Desk of the East Side Entrance and must be signed in upon arrival.** Arrival times are noted on your rehearsal schedules. For the safety of all dancers, **no one will be allowed past the security table unless that person has a name badge that allows them backstage. \*Please note drop off and pick up are at the same door this year\***
5. Again, for the safety of all dancers, no dancer will be allowed to leave the backstage area until signed out by a parent or designated adult at the glass back door.
6. Dancers are encouraged to bring books, quiet games, and homework to rehearsals and performances to stay occupied while waiting to go on stage. Dancers should not bring jewelry (includes earrings) or expensive personal items to the dressing room area. Dancers will be responsible for all personal items brought to the theatre and/or studio. Western Arkansas Ballet is not responsible for personal items.
7. **No food or drink will be allowed in the dressing room areas of the theatre.** This goes for volunteers and Company as well as dancers.
8. Please remember that the volunteer workers on this production are just that: volunteers. They give of their time and talents to insure the safety of your dancer and to put on a quality production. We ask that all dancers and parents be respectful and courteous to the workers and each other. **Problems or concerns should be reported to Mrs. Sara Fink, Amber Bryant, or our Cast and Volunteer Co-ordinators.** The Artistic Staff reserves the right to dismiss any participant from the production due to disrespectful or uncooperative behavior.

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Please return this portion to Western Arkansas Ballet

My dancer and I have read and understand the Backstage Rules and Etiquette and agree to abide by them throughout rehearsals and performances of *The Nutcracker*. We also understand that the Artistic Staff reserves the right to remove any performer from the production due to disrespectful or uncooperative behavior. This agreement must be signed by both the dancer and a parent or legal guardian.

Print Dancer's Name: \_\_\_\_\_ Dancer's Signature: \_\_\_\_\_

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

**Please sign and return by Saturday, December 9, 2023**

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Order your copy of *The Nutcracker 2023* DVD

Cost: \$40 each

*Available by pre-order only.* Deadline for ordering is Sunday, December 17, 2023.

Please make checks payable to **WAB**

Form and payment may be returned to the WAB Studio or mailed to:

Western Arkansas Ballet  
Attention: Kortney  
4701 Grand Avenue  
Fort Smith, AR 72904-7141

--DVDs should be available for pickup at the studio in late January  
\*\*You may choose to have the DVD mailed to you, please add \$5 for shipping/handling and include mailing address  
--Questions? Call the studio at 479-785-0152

Digital Downloads will be available for purchase in late January through Vimeo.  
The studio will send more information once the download is available for sale.  
The cost of the digital downloads will be \$40.

*Videography provided by Lucidome Studios, Colby Lee*

PARENT'S NAME \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

DANCER'S NAME \_\_\_\_\_

\*\*MAILING ADDRESS \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

DVD QUANTITY \_\_\_\_\_ x \$40 EACH \_\_\_\_\_

Shipping/Handling (DVD) *if mailed*: \$5 \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

CASH OR CHECK# \_\_\_\_\_

\*DIGITAL DOWNLOADS AVAILABLE FOR PURCHASE LATE JANUARY. WATCH YOUR EMAIL FOR MORE INFORMATION\*