

FINAL REHEARSAL SCHEDULE

Locations, Dates and Times

Drop Off/Pick Up

Greenfield

Please remember that drop off times are NOT flexible. Pick up times are approximate.

We try to create a safe drop off zone in front of the studio. We do not want to impede the flow of traffic, so please do not double park or use Matteuci's parking lot for drop off.

We try to be respectful of everyone's time, but please be understanding if things don't go exactly as planned!

Marin Center Theater

Sign in your child in the Green Room, located on the north side of the Theater on Avenue of the Flags. All dancers (except Advanced 3) must sign in.

Please carefully read/review all information about pickup/drop off/call times, etc.

Tech Rehearsal Notes

Due to union technicians contract, we are on a tight timeline. Please be punctual!

Please remember that "Stage Time" is an estimate and can be impacted by many factors, therefore pick up times could be later than shown. The building is locked at 5:00, so please be punctual picking up your child!

Act 2 performers - One cast will watch from the audience while the other runs Act 2 from start to finish. Both casts will be released together.

Tech rehearsal is closed to the public. Only faculty and cast are allowed in the theater.

Run Throughs (Greenfield Studio)

Green Cast

Sunday, Nov. 18

Act 1	11:30-1:00
Party	11:30-12:15
Battle	12:15-12:45
Snow	12:45-1:00
Act 2	1:00-2:30*
Buffoons	1:00-1:30
Angels/Maidens	1:15-1:45

*All Act 2 Roles (except those specified) should plan to be here from 1:00-2:30

Monday, Nov. 19 & Nov. 26

Act 1	4:00-5:45
Party	4:00-4:45
Battle	4:45-5:15
Snow	5:15-5:45
Act 2	6:00-7:45
Greeting	6:00-6:25

All Variations and Flowers 6:25-7:45

On Monday & Tuesdays, A3/4 will have a warm up at 4:15

Red Cast

Sunday, Nov. 18

Act 1	2:30-4:00
Party	2:30-3:15
Battle	3:15-3:45
Snow	3:45-4:00
Act 2	4:00-5:30*
Buffoons	4:00-4:30
Angels/Maidens	4:15-4:45

*All Act 2 roles (except those specified) should plan to be here from 4:00-5:30

Tuesday, Nov. 20 & Nov. 27

Act 1	4:00-5:45
Party	4:00-4:45
Battle	4:45-5:15
Snow	5:15-5:45
Act 2	6:00-7:45

Greeting and Flowers 6:00-6:25
All Variations and Flowers 6:25-7:45

Tech Rehearsal (Marin Center Theater)

All casts

Wednesday, Nov. 28

Role/Scene	Green Room Arrival	Stage Time
Party Scene	8:00	8:00-10:30
Battle Scene	10:15	10:30-12:00
Snow Scene	12:30 (warmup Big) 12:45 (Little Snow)	1:00-2:00
Buffoons	1:30	2:00-2:30
All Act 2	2:00	2:30-4:45
Green Cast (Greeting to Bows)		2:30-3:30
Red Cast (Greeting to Bows)		3:30-4:30

PERFORMANCE WEEKEND INFORMATION

Call Times and Attire Requirements

Performance Call Times

Green Cast performs Friday 9:30, Saturday 1:00, Sunday 5:00. Red Cast performs Friday 12:30, Saturday 5:00, Sunday 1:00
(Dancers are expected to be in attendance in the Green Room at call times)

Party Scene	All Characters - Girls, Girl/Boys, Clara, Prince, Doll	1 hour before performance time
Battle Scene	All Characters - Little Mice, Big Mice, Queen, King, Soldiers	1 hour before performance time
Snow Scene	Little Snow	30 mins before performance time
	Big Snow, Snow Trio	See Warmup times
Land of the Sugar	Maidens, Angels, Reed Corp, Chinese Corp,	Performance time
Plum Fairy	Arabian Corps, Buffoons, Flowers All others	See Warmup times

Attire Requirements

Party Scene

Girls	Hair approved by Virginia, pink tights, pink ballet slippers. Clean face with mascara.
Girl "Boys"	Hair in classical ballet bun low on nape of neck, pink tights, black ballet slippers. Clean face with light mascara
Boys	White tights, black slippers. We will apply light stage makeup
Clara	Hair done, pink tights, pink ballet slippers and pointe shoes. Makeup on (optional)
Soldier Doll	Pink tights, black pointe shoes. No makeup (makeup crew will put on your makeup)
Ballerina	Pink tights, pink pointe shoes. No makeup (makeup crew will put on your makeup)
Jesters	Pink tights, pink ballet slippers. No makeup (makeup crew will put on your makeup)
Prince	White tights (2x) with elastic that goes over shoulders, white & black slippers, dance belt

Battle Scene

Little Mice	Hair in a bun flat on head near neck. Pink tights, pink ballet slippers. (See handout)
Big Mice	Hair in low flat bun. Black footed tights, black slippers/black pointe shoes.
Mouse Queen	Hair in low flat bun. Black tights, pointe shoes dyed fuschia.
Mouse King	Black tights, black ballet slippers
Soldiers/Lieutenants	Hair in bun-high on top of head. Pink tights, NO underwear, black ballet slippers. (See handout)

Snow Scene

Little Snow	Hair in a high bun. Pink tights, pink ballet slippers. (See handout)
Big Snow & Trio	Hair in a high bun. Pink tights, pink pointe shoes. Makeup as specified

Land of the Sugar Plum Fairy

Angels	Hair in a high bun. Pink tights, pink ballet slippers. Clean face, mascara. (See handout)
Buds	Hair in a high bun. Pink tights, pink ballet slippers. Clean face, mascara. (See handout)
Buffoons	Hair in a high bun. Pink tights, NO underwear, pink ballet slippers. Clean face. (See handout)
Maidens, Reed Corp	Hair in a high bun. Pink tights, pink slippers/pointe shoes. Clean face, mascara.*
Chinese	Hair in a high bun. Pink tights, pink slippers/pointe shoes. Clean face, mascara.*
Spanish	Hair in a bun. Pink tights, pink pointe shoes. Clean face, mascara.*
Arabian, Russian	Hair in a bun. Pink tights, pink slippers. Clean face, mascara.*
Reed Solo/Demis, Prims, Tigerlilies	Hair in a bun. Pink tights, pink pointe shoes. Clean face, mascara.*
Rose Queen, Demis, Sugar Plum Fairy	Hair in a bun. Pink tights, pink pointe shoes. Clean face, mascara.*

*High school and older can do own makeup - to be checked. All others to be done by crew.

PERFORMANCE WEEKEND INFORMATION

Production Notes and General Information

Pick Up and Drop Off

Parents should drop off and pick up their dancers at the Green Room entrance on the Avenue of the Flags. This is on the north side of the building (next to Embassy Suites). There are sign in/out sheets for tech rehearsal and each performance. Please make sure that you sign your child in and out each time! Due to crowding in the Green Room, we ask that only one parent enters when dropping off or picking up. All other family members should remain in the lobby. Note: Dancers A3/4 do not enter through Green Room. They must sign in and out on the Stage Right bulletin board at the bottom of the stairs.

Behavior Expectations

The Marin Veterans Memorial Auditorium is a professional theater. Please be sure your children understand to be well behaved and respectful to the staff, parent volunteers, and the theater crew. If they ask you to do or not do something, please be considerate and comply. All dancers should conduct themselves appropriately when in the theater, whether in the Green Room, Dressing Room, or hallways. NO Running, roughhousing, or yelling! Noise must be kept to a minimum while in the dressing rooms. The speakers that let you know when to come to the stage must be heard, and they are not very loud. Go down the stairs quietly and do not talk while in the wings.

In the Green Room, Childcare volunteers will have activities for dancers. Parents are encouraged to send books or other quiet activities for younger dancers. Please be sure to label all your child's clothing and possessions!

School Attendance

Dancers should go to school on Tech Day (Nov. 28) and on Friday, Nov. 30, if their rehearsal schedule permits. If you need a letter from us indicating why you are missing time from school, let us know via email (info@stapletonschool.org). Drake/Redwood/Tam dancers should make sure to turn in warranted absence forms on time.

Warm Up

All Senior 3/4 Company dancers and those with solos in Act 1 must attend a warm up class prior to each performance. Come prepared with proper attire, ready to warm up, at 8:15 a.m. on Friday Nov. 30 and at 11:30 a.m. on Saturday & Sunday. On Tech Day, a brief warm up will be done at 12:30 pm. BE ON TIME, PLEASE. Note: If you are only in the red cast, you do not need to come at 8:15 on Friday or 11:30 on Saturday. If you are only in the green cast, you do not need to come at 11:30 on Sunday. Do your own warmups!

Keep Dressing Rooms Neat

Older girls: bring a small bin, labeled with your name, to keep your stuff in. We don't want clothes, hairbrushes, toe tape, and spare shoes strewn all over. Bring a robe or button front shirt to wear in the dressing room to keep warm and protect the costumes. All (older) girls should have extra hairnets, hairpins, hair spray/ gel, hairbrush, safety pins, needle, thread, scissors, toe tape, band aids, 2 pair of pink performance tights (We do NOT recommend convertible tights for performances). Remember to leave jewelry at home and have NO nail polish, tattoos, or gum!

PERFORMANCE WEEKEND INFORMATION

Production Notes and General Information

No Food or Drinks in Dressing Rooms

NO PEANUTS OR ANY PRODUCT WITH NUTS ALLOWED.

We will strictly enforce this rule. Eat a nutritious meal before coming to the theater, and then it's only 3 to 3 1/2 hours without a meal...everyone should be able to make it. There are no fountains in the Green Room, so please send a water bottle (with name on it) with your dancer. If you bring any food/snacks or beverages, you **MUST** leave them in the Green Room (or Toyon Room, depending on your age). Food may not be anywhere near our beautiful costumes.

Props

Do not touch any of the props or set pieces. They are put in places by the prop crew and must be left where they are placed. If you find costume pieces backstage, please leave them alone as they have been placed for quick changes.

Food

NO PEANUTS OR ANY PRODUCT WITH NUTS ALLOWED.

If your child is in both casts, be sure your child eats between shows. We are offering meals in the Green Room on Wednesday, Friday, Saturday and Sunday. Deadline for orders is Tue. Nov. 20 at 5pm. Do not plan on leaving the theater to buy food. Bring it with you or order from the menu offered. Parents may use this service, too.

Parent Protocol

When you arrive to work a shift at the theater (child supervision, makeup, dressers, prop crew), sign in on the shift sign up sheet. These sheets will be used to insure that all volunteers fulfill their assigned shifts. Remember that we are counting on your help. This production is a team effort and when a worker is late or doesn't show up, it puts a burden on others.

Parents (whether working or not) are **NOT** allowed in the wings, unless you are working on the prop crew or are a child runner (bringing children from dressing room to stage at the appointed time). Access badges will be distributed and unauthorized personnel will be asked to leave. Parents that are not working makeup or dressing are **NOT** to enter the dressing rooms. With a cast of over 250 dancers and dozens of volunteers, this area is already chaotic enough. Please do not attempt to visit dancers backstage and/or in the dressing room. If you have an emergency or a message you need to get to a backstage dancer, tell one of the workers on duty.

If you are not working at a performance, please remember that friends and family are not allowed backstage, including dressing rooms. One parent should pick up dancers at Green Room. Do not congregate in Green Room. Always sign them out! Please arrive promptly for pick up, particularly at the end of technical rehearsal. Parents may pick up Act 1 only performers at/after intermission.

Shoes

String on ballet slippers must be tucked in and ribbons on pointe shoes must be stitched so they don't come loose during performance. Make sure you have clean slippers and/or clean pointe shoes.

PERFORMANCE WEEKEND INFORMATION

Production Notes and General Information

Emergencies

In the event of any unexpected circumstance or emergency regarding dancers, please inform us so we can plan accordingly. Cell phones: Sharon, 415-971-0241 Virginia, 415-250-3309. Emergencies ONLY please. These are our personal cell phones, not school phones.

Committee chair people will provide their volunteer crew members with a way to reach them in the event of an emergency. Our performances are the culmination of 3 months of hard work. This is your reward! Enjoy it and make it a positive, memorable experience.

Photos

Photographer Mark Strassman will be photographing all dancers on Friday, Nov. 30 for portraits. Also, he will be taking live stage shots over the weekend of both casts. Photos will be available for order from <https://strassman.smugmug.com/StapletonBallet>.

IF YOU HAVE SIBLINGS THAT YOU WANT PHOTOGRAPHED TOGETHER, PLEASE EMAIL admin@stapletonschool.org by Tuesday, November 27th so that we can compile a list. Include names, cast, role(s). We will make every effort to honor requests.

We will also offer for sale a high quality, edited dvd of each show. Order forms will be available at Green Room and on web site. NO PHOTOGRAPHY OR VIDEOTAPING IS ALLOWED IN MARIN CENTER DURING PERFORMANCES!

Makeup Information

Tammy Parr tammyparr@aol.com 415-317-2503

Basic Makeup Standards for girls 14 years and older

Eye Shadow & Brows: L'Oreal HIP Shady #836 (brown lids) and Maybelline Chic Naturals #10S Vanilla (white highlight)

Eye Lashes: Black Mascara (any brand); false eyelashes applied on your own at your own expense, if desired (optional)

Blush: L'Oreal True Match #C7-8 Spiced Plum

Lips: Everyone is to wear L'Oreal Color Riche #315 True Red lipstick

Spanish & Chinese Lips: L'Oreal #312 Ravishing Red

Special makeup applications and colors will be required for Ballerina Doll, Solider Doll, Jesters, Mouse Queen and Sugar Plum Fairy. All of the above standard and special makeup will be plentiful and available for everyone's use in both dressing rooms (except false eyelashes).

Makeup Standards for girls under the age of 14

Please arrive with a clean face, Chapstick on lips to keep them soft and moist, and black mascara on lashes.

Basic makeup colors listed above will be applied by staff in the dressing rooms. If you decide to purchase any of your own makeup, you must adhere to the above listed brands and colors. Dancers are required to remove all makeup before leaving the dressing room, unless they are double-cast.

Questions

School phone 415-454-5759 sharon@stapletonschool.org