



Saint Mary's University, School of the Arts Minnesota Conservatory for the Arts, Dance Repertory Company

Nutcracker Handbook and Agreement 2018

The following Dance Company Etiquette guidelines and Code of Conduct will ensure that the Minnesota Conservatory for the Arts (MCA) Dance Repertory Company (DRC) production runs smoothly. Please read this information carefully, sign the last page and bring it to the first meeting. Retain this agreement and information for future reference.

A. Rehearsal Expectations

1. Performer must arrive five to ten minutes before rehearsal time, warmed up and ready to go (including cell phones stowed away).
2. Proper attire is: Dance Clothes - warmers as needed, dance shoes, hair up (if long) no gum and no jewelry.
3. Etiquette is as follows: DRC Artistic Director and Choreographers are in the position of authority on the Arts Center premises. If you have a question or problem, please ask for assistance from your rehearsal director. If you are impolite or rude during rehearsals, you shall be dismissed with no further explanation.
4. Drugs, alcohol, tobacco and weapons will not be tolerated.
5. Dressing rooms and studios must be kept clean. Any items left behind are placed in the "lost and found" bin outside of the main office.
6. There are specific theatre rules when we begin to work at Saint Mary's University Page Theatre. You will receive these rules prior to the rehearsal dates at the theatre.
7. The performer will be responsible for all of the movement material taught to him/her in rehearsals. You will be expected to come to the next rehearsal remembering what was learned at the previous rehearsal. It is not the choreographer's responsibility to remember the steps. It is yours. Choreographers will review material with young children.
8. The Artistic Director or choreographers will run rehearsals bearing in mind MCA's commitment to treating students with respect and to foster their maximum personal and artistic development. All performers are expected to exhibit proper behavior at all times and in all circumstances. The Artistic Director and choreographers will accept nothing less and have the authority to dismiss any performer from class or rehearsal who is not working at an age appropriate pre-professional level. Dismissal from a rehearsal is counted as an absence.
8. I understand that the following dates will be full cast and/or tech/dress rehearsals: November 5, 12, 13 (SPFTP), 16, 17, 18, 19, 20, 21, 27, 28 and 29. **Full cast rehearsals are mandatory.**
9. During tech week, the rehearsals can get long. The children will be located in the "Green Room" or Black Box Theatre (location will depend on role) during scenes that they are not in. The Green Room is the room where cast members stay while the show is in progress and they are not on stage. The Black Box Theatre is a large, open space upstairs, where cast members can do quiet activities and prepare for performance. Please feed your child before dropping her/him off, and make sure that they have a water bottle. Children are encouraged to bring quiet activities (a book, coloring sheets and crayons, etc) to help keep them occupied during long periods of waiting.
10. **The Friday Fill-In** is a weekly email newsletter that will be sent out by Megan, MCA Admin. Assistant (mca@smumn.edu) which will outline the upcoming rehearsals and any additional needs to be communicated with cast members or families. Please notify us if you are not receiving the emails or if there are multiple family members who would like to be included on the mailing list.

B. Absence Policy

1. Performers must attend all required classes and rehearsals. Excused absences are to be used ONLY for illness or family emergency. When you miss, an understudy will be assigned to learn your role. When a performer is absent, we request that advanced notice is given by filling out and turning in a Rehearsal Absence Form. If the absence is a last minute illness, please call the Production Coordinator, Jessica Dienger at 608.397.7225 to report the absence. If the performer does miss a rehearsal, he/she is responsible for learning the missed choreography BEFORE they attend the next scheduled rehearsal...NOT from the choreographer, but from another performer. Artistic Director/Choreographers will review material with young children who miss a rehearsal.

2. ONE excused absence is allowed each month if needed. More than this will lead to the performer being replaced for the performances by an understudy or being removed from their role. **Any dancer missing a tech or dress rehearsal will not have the opportunity to perform. There are NO excused absences for tech or dress rehearsals.**

C. Classes

1. I understand that I (the performer) or my child (the performer) must be enrolled in a minimum of one dance class at the Minnesota Conservatory for the Arts, Saint Mary's University or Winona State University during Semester I 2018. The only exception is adults who are in party scene who are encouraged but not required to take a class. Taking a dance class, in addition to a weekly rehearsal, allows dancers to spend time learning the language and technique of dance, which will help them in the performances.

D. Performances

1. Performers are expected to be at the theatre by their assigned call time. You will need to check the schedule for the time and make sure you sign in when you arrive. Signing in allows the production staff to know that you have arrived without having to track you down.

2. As a performer in one of the following roles: Nutcracker Prince, Clara, Snow Queen, Snow Corps, Lead Angel, Angels Corps, Spanish, Russian, Chinese, Arabian, Marzipan, Dew Drop Fairy, Waltz of the Flowers Corps, and Sugar Plum Fairy... I understand that I will perform in a special matinee performance on Wednesday, Nov. 30 at 12:30 pm. Because this performance is for local area schools, performers involved will be required to miss school/work on that day.

3. I understand that I (the performer) or my child (the performer) will also perform in shows on Wednesday, Nov. 30 (an abbreviated performance for selected roles at 6:30 pm), Thursday, Dec. 1 at 6:30 pm (ALL cast members), Friday, Dec. 2 at 6:30 pm (ALL cast members), Saturday, Dec. 3 at 6:30 pm (ALL cast members), and Sunday, Dec. 4 at 3 pm (ALL cast members) at Saint Mary's University Page Theatre.

4. All costumes and props will remain at the theatre.

5. There is no eating, smoking or drinking anything but water in costume.

6. There will be no friends or guests backstage. There will be no visits during intermission by guests, including family. Parents who want to be backstage during the performance are encouraged to sign-up to be a backstage supervisor.

7. At the end of each dress rehearsal and performance, all cast members MUST change out of costume before leaving the backstage area. **Dancers are not allowed into the theatre's lobby in costume. No exceptions!**

E. Sugar Plum Fairy Tea Party, Sunday Nov. 18, 1pm & 4pm

1. I (the performer) or my child (the performer) agree to participate in the MCA/DRC Nutcracker fundraiser: The Sugar Plum Fairy Tea Party (specifics about the fundraiser will be discussed at the Friends of MCA meetings on

- Tues. Sept. 13, 7pm
- Wed. Oct. 12, Noon
- Tues. Nov. 8th, 7pm

All parents and college students are invited to attend this meeting. Performer involvement may include making crafts for the Tea Party Boutique, selling tickets to the Tea Party, attending the Tea Party, being a server at the Tea Party, dressing up in costume as a character role for the Tea Party, etc. If the performer chooses not to participate in the fundraiser, a donation in an amount to be decided by the fundraiser coordinators must be made to MCA/DRC in place of the performers participation.. This event serves as our major fundraiser for the production with proceeds making the production possible, with additional funds going towards the student scholarship fund. Sign-ups, baking requests, and craft donation details will follow.

F. Volunteer

1. In addition to the Sugar Plum Fairy Tea Party each family or cast member will be assigned a volunteer group assignment with requirements and job descriptions listed on the Volunteer Requirement document. Each family will be required to meet requirements or pay an opt out fee of \$100.
2. MCA Intern & Music Instructor, Hannah Nagel, will be helping to track volunteer hours and managing sign-up forms. We will be using Sign-up Genius and as soon as forms are ready they will be shared with you electronically. If you have questions please contact Hannah at: hannahnagel@gmail.com

G. Fees

1. I agree to pay the performance fee of \$75.00 for my (the performer's) or my child's (the performer's) involvement in the DRC *Nutcracker* production. This fee covers use of Dance Repertory Company costumes by the performer (including dry cleaning costs) and studio/rehearsal time with instruction from a DRC Director/Choreographer. This payment is due by October 1, 2018. Please make checks payable to "MCA" and mark "DRC Performance Fee" in the memo section of your check. This fee is not required for SMU students, however, SMU students cast in the DRC are required to register for DA175/375 Production Lab. This course can be taken for 0 credit as a pass/no credit course or for 1 credit.
2. I also agree to write a separate check for the \$100 volunteer opt. out fee (1 per family) that must be paid at the mandatory parent meeting. This check will NOT be cashed on the spot. You will have the option of surrendering the fee or earning it back. If the minimum time/ task requirements are met, the check will be returned to you after the last show. Please see additional information on this requirement.

H. Permission to Participate

Our signatures below signify that both performer and parent/guardian (if applicable) are in agreement with the above rules and regulations. We give permission to MCA to use photos and videos taken of me (the performer) or my child (the performer) in class, rehearsal, or onstage for the school's promotional materials. We understand that MCA is not responsible for any injuries or accidents that may occur within a class, rehearsal, or performance. If you are 18 years or older, parent/guardian signature is not required.

Performer Signature _____

Date _____

Parent/Guardian Signature (if applicable) _____

Date _____

Tammy E. Schmidt, Artistic Director _____

Date _____

Volunteer Opt-in Requirements

Group 1 (Families with Kids 11 & under)

1. Donate one handmade or specialty item for the Land of Sweets Boutique (& show intermissions) per family member.
2. Tea party food donation
3. Parent Volunteer backstage during **two** performances or tech rehearsal
4. Parent Volunteer backstage during a third performance or tech rehearsal, a tea party shift, or production help shift.

Group 2 (Families with 12-18 year old kids)

1. Donate one handmade or specialty item for the Land of Sweets Boutique (& show intermissions) per family member.
2. Tea party food donation
3. Cast member volunteer as assigned during tea party
4. Parent Volunteer for a tea party or production help shift

Group 3 (Cast Members 18+)

1. Donate one handmade or specialty item for the Land of Sweets Boutique (& show intermissions) or Tea party food donation
2. Volunteer as assigned during tea party
3. Volunteer for production help shift

Position Descriptions

Crafts: We ask that each cast member make one handmade craft (with a holiday or ballet theme) to donate and be sold at the Tea Party Boutique. If you are handy/artistic and want to make more than one craft, please do so! Some ideas are: dance-related items (decorated pointe shoes, dance bags, tutus, wands), holiday cards, or ornaments.

If you are not an arts and crafts person, we are sure you know a friend or relative who can help you create something. Or if you prefer, you may purchase an item for the boutique or ask a local business for a donation (if you plan to go the donation route, please talk to Hannah or Jamie so that we make sure we are not asking the same businesses). Here are some purchasing ideas: Gift Baskets (ie. "Arabian" coffee or "Spanish" hot chocolate and mug), Nutcracker soundtrack, video or book, Nutcracker doll, Child's Tea set, Child's dance or Nutcracker puzzle.

If you are a manager or owner of a local business and your company would like to donate appropriate items or make a monetary donation, please let us know.

Baking or Preparing food for the Tea Party: Each family will be asked to prepare a food item or provide items such as ice bags. In order to ensure a wide variety of items a detailed sign-up and recipe cards will be provided. Please remember... presentation is everything! Also for safe food handling: no meat, no mayonnaise, no egg salad and please wash hands thoroughly and/ or wear gloves. Food items shall be delivered on the day of the Tea Party, Sunday, Nov. 18th between 11am- Noon to the Monet Room (art room).

Black Box/ Green Room Supervision: Each Family in Group 1 is required to volunteer backstage during at least one technical rehearsal or performance.

Tea Party Cast Member Shifts: Each cast member Group 2 and Group 3 will be assigned a role to play during the cast party, which may include dressing in character, serving food, or clean-up.

Tea Party Parent Shifts & Production Shifts: These shifts range from Tea Party decorating, serving, photos, or clean-up, costume or props assistance, moving items to the theatre, lobby sales, or final production strike.

Special Notes

We will need a **Committee Chair or Co-Chairs** for the Tea Party's Boutique, Serving Room, and Decorating. Those that take on one of these roles will not be required to meet other volunteer requirements.

Adults in the Party Scene are welcome to donate and volunteer as able, but are not required. The only exception is SMU students participating for credit. In order to receive credit, SMU students in the Party Scene are expected to fulfill Group 3 requirements. Families with a parent in the party scene or playing the role of Mother Ginger may be exempted from supervision duties if requested.

All cast members age 12+ are asked to help volunteer the day of the tea party for a shift even if their family is assigned to group 1.

Additional support may be needed to hang posters or fill open slots. Thank you in advance for helping to make this production possible and a positive experience for everyone involved!

Volunteer Group Assignments

Group 1

Adekola	Herber	Livingston	Ripley
Amann	Hinz	Mehling	Sanders
Beckman	Holey	Meinke	Schleich
Bowey	Indahl	Meyer	Schroeder
Civettini	Kammerer	Miller	Skranka
Dammen	Koopman	Modjeski	Slavey
Davis	Kreisel	Nelson	Stenberg
Donnenwerth	Langowski	Olbert	Stoltman
Ellenburg	Leaf	Olcott	Swenson
Ellings	Liebfried	Piechowski	Tolvaisas
Errthum	Leis	Remoticado	Uribe
Heinrichs	Lemmer		

Group 2

Albrecht	Foster	Leis	Stewart
Aune	Graff	Lynch	Strom
Campbell	Hocum	Schleich	Wilfahrt
Engel	Kline		

Group 3

Alley	Krzmarzick	Neumann	Staiert
Chandler	Lunda	Nungester	Wherry
Frericks	Murphy	Schumacher	Wishy
Kerr			