

DE LA Dance Company

2024 DE LA Nutcracker Handbook and Contract

Welcome to de la Dance Center's *The Nutcracker, Jazzed Up!* This handbook has been assembled for your benefit. Inside, you will find all important dates of rehearsals and performances from the beginning of the rehearsal period in September to the last performance in December. You will find information on rehearsal expectations and the missed rehearsals policy, as well as many other bits of info that will help us work through the process smoothly. Please read through this handbook with your dancer. Thank you for participating in our annual *The Nutcracker, Jazzed Up!* We look forward to working with you and your child and experiencing all the wonderful things Nutcracker has to offer.

***PLEASE READ AND SIGN THE BACK PAGE OF THE HANDBOOK
AND RETURN IT BY SEPTEMBER 23rd, 2024.***

Performance Dates: We will have 14 performances of *The Nutcracker, Jazzed Up!* at The Theater @ de la Dance Center.

Performances are the week of Thanksgiving and the following two weeks:

November 30, Dec 1; Dec 6, 7, 8; and Dec 13, 14, 15

There are 14 performances :

Saturday, Nov 30	2:00 and 7:30pm
Sunday, Dec 1	1:00 and 6:00pm
Friday, Dec 6	7:30pm
Saturday, Dec 7	2:00 and 7:30pm
Sunday, Dec 8	1:00 and 6:00pm
Friday, Dec 13	7:30pm
Saturday, Dec 14	2:00 and 7:30pm
Sunday, Dec 15	1:00 and 6:00pm

Performance Week

Performance week is when we put all of our work onto the stage before the audience arrives. Props, scenery, costumes, and lights are added to the choreography, and this requires a tremendous amount of time and patience. We will do our best to make it as easy on the dancers and parents as possible, but we ask for your cooperation and patience up front as this period can be long and tedious. **We expect every cast member to be available for these rehearsals.**

Dress Rehearsals are REQUIRED for ALL performers.

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**Times listed below for dress rehearsals are general,
and detailed schedule will be posted closer to the shows.**

Saturday, Nov 23	1:00-6:00 (costumes only)
Wednesday, Nov 27	11:00-4:00 Dress Rehearsal (costume, hair, make-up)
Friday, Nov 29	6:00-9:30 (no costumes or makeup)
Thursday, Dec 5	TBD (no costumes or makeup)
Thursday, Dec 12	TBD (no costumes or makeup)

Parent Volunteers

Parent volunteers are a vital resource for the school and are essential in making the performances possible for the dancers. Volunteering for performances helps create a stronger de la community and offers an inside perspective on the theater, productions, and dance as a whole.

Parents of all Nutcracker student dancers are committing to volunteer for **at least three performances**. The volunteer sign-up schedule will be emailed to parents to choose their **three or more** volunteer roles. There are several positions to choose from with varying time commitments.

- Costume Sewing - prior to performances
- Backstage Chaperone (female)
- Backstage Make-up - Volunteer can buy a ticket and see the show.
- Backstage Hair - Volunteer can buy a ticket and see the show.
- Ticket Sales - Volunteer can buy a ticket and see the show.
- Boutique Sales/Usher - Volunteer can buy a ticket and see the show.
- Boutique Sales/Table Watcher

Parents of older students have the option to sign-up for any of the roles above. Parents of students in Ballet 2 and under need to volunteer as a **backstage chaperone for at least one performance** and can choose from any of the options listed above for their other roles. Our volunteer coordinator is Martina Berger, and she can be contacted at info@deladancecenter.com or 513-871-0914 with questions.

Theater Fee

The Nutcracker, Jazzed Up! is a robust production with many expenses. We must occupy for the theater for an entire week; we must construct, alter, clean, and order costumes; and we must build scenery, among other things. In light of this,

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we charge a Theater Fee of \$150 dollars for all dancers (\$125 for additional family members). This fee helps to offset costs so that we can produce quality performances. The due date for the Theater Fee is **September 23rd** for ALL students.

After September 23rd, a charge of \$25 will be added to any late Theater Fee.

Rehearsal Days and Times

The calendar for The Nutcracker rehearsal schedule is posted on our website. (<https://www.deladancecenter.com/google-calendar>)

Rehearsal Expectations

DE LA Dance Company productions are top quality and crafted by professional directors who nurture and expect professional results. All dancers are expected to attend all of their rehearsals. It is imperative that all performers are in every designated rehearsal so that we can be efficient and complete what needs to be accomplished for that day. Please understand this policy and make plans accordingly.

****Children's roles are allowed only two absences.****

Missed Rehearsals

If it is absolutely impossible to be at a rehearsal, you must notify de la as soon as possible so that we can perhaps plan around that dancer. We certainly understand family emergencies and illnesses, but we ask that you make every possible effort to be in rehearsal. If your child is sick but not contagious, she/he should still come to watch the rehearsal. Please email Meridith at deladancemeridith@gmail.com with any absences.

If a performer misses more than two rehearsals, he/she may be removed from that role.

Missed classes

It is extremely important that all dancers maintain their class schedule. Steps for their roles are polished during class time. If a dancer misses too many classes during the rehearsal period, this may affect casting and/or participation in the performances.

There are NO CLASS ABSENCES allowed for advanced students during any theater week.

Any advanced student cast in a role that is performed on pointe will be required to take four classes per week (two on pointe) for the duration of the contract.

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Trainees must be in good standing with their absence allowances in order to participate in DE LA Dance Company productions.

Rehearsal Conduct

There is an expectation that all dancers are on time for rehearsals and performances. **Girls on pointe must arrive 20 minutes before rehearsal to warm up to avoid injury.** It is also expected that the performers are quiet and mannerly during their rehearsal and the off-time between rehearsal and performance. Please help your child understand that their conduct affects the entire cast. You could consider sending a quiet activity, book, or homework to entertain your dancer during their off-time. We make our rehearsals fun and enjoyable, but we do this in a disciplined atmosphere so everyone can enjoy this wonderful experience.

Theater Rules

When theater week arrives, the energy is high, and the air is full of excitement. The theater is a great, fun place to “get lost.” We insist that the children understand that they need to stay in their dressing room and follow any directions given by the chaperone. Here are a few simple rules that must be followed:

** Be on time. * No eating or drinking in costume. * Have clean shoes and tights with no runs or holes. * Stay quiet backstage. * Stay in appointed areas with a chaperone. (When dancers arrive at the theater, they will go to their appointed dressing room.) **

Advanced students will be required to take warm-up, dependent on space. (Times will be posted.) After warm-up, there may be a few notes; please stay on stage until you are dismissed. After you are dismissed, you are responsible for your own makeup and hair. We generally have 45 minutes to one hour of preparation time before curtain. Practice hair and makeup at home so you can be sure to be ready in plenty of time. At the end of each performance, **please hang up your costumes with all of the pieces together** (e.g. headpiece, sash, belt, flowers, pants, skirt).

For Party Children, Little Mice, and Lambs, volunteers will put the dancers' makeup on and help them into their costumes. Students should not sit in costumes, so we try to put costumes on a short time before dancing. When the dancers are finished, they will be helped out of their costumes. They must stay in the dressing room until the act is over and then may be picked up by a parent. More details will follow as we approach the performances.

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Lunch/Dinner

Please pack a healthy lunch/dinner for your child to eat in between performances. It is best not to send snacks high in sugar, as this will get them wound up at first, and then, when it is time for the second performance, they will “crash.” We want to make sure they have enough energy for both performances. Fruit, cheese, crackers, nuts, and granola bars are good things to snack on.

Please do not pack any colored juices. (Apple juice is acceptable, but we want to avoid any red, blue, or orange drinks from spilling on costumes.)

Communication

We use our email network for easy communication. Rehearsals and other information can all be accessed via the deladancecenter.com website. We would like high school students to be responsible for their own rehearsal schedules and communication. They are in the studio almost everyday and should keep their eyes and ears open to any changes. Older dancers can improve this skill and do not need to rely on their parents to keep track of their dance responsibilities.

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***Please sign and return this form to the front desk
by September 23rd, 2024.***

I have read the 2024 DE LA Nutcracker Handbook and understand ALL that is covered. I am committed to abiding by the rules as they are outlined. I understand that I may not be allowed to participate in this year's production if I miss more than the specified number of rehearsals and classes. I also realize that as an advanced student, it is an obligation to keep myself in shape by being consistent with my class attendance and understand that I may not miss any classes or rehearsals during theater weeks.

☐ I authorize DE LA Dance Company to use photos of my child during class, rehearsal, or performance for marketing purposes such as social media postings, website postings, newspaper articles, and ads.

☐ I will commit to a volunteer position for at least three performances.

Student_____ **date:**_____

Parent_____ **date:**_____

Below are my known conflicts with the rehearsal schedule for DE LA's *The Nutcracker, Jazzed Up!* (Any conflicts that arise after this signing will not be accepted.)
