

# 2021 PERFORMANCE HANDBOOK



**New Haven Ballet will present *The Nutcracker* at  
The Shubert Theatre, 247 College Street, New Haven, Connecticut**

**December 17, 2021 at 7:00 p.m.  
December 18, 2021 at 1:00 and 5:00 p.m.  
December 19, 2021 at 1:00 p.m.**

## **SHUBERT THEATRE INFORMATION:**

All performers must:

- **ARRIVE** wearing a mask on time. Sign in/out inside the stage door for theater rehearsals and performances. Performers are not permitted in the theater front of house unless they have a ticket for the performance. **PLEASE DO NOT SHOW UP EARLIER OR LATER THAN CHECK IN TIME.**
- **REMEMBER** to bring all performance supplies to dress rehearsals and performances. Pack the night before and double check your list before coming to the theater.
- **LEAVE** jewelry, watches, and other valuables at home. NHB is not responsible for lost or stolen items.
- **BEHAVE** in a calm and focused manner once you are in the theater. Performers are expected to behave in a professional and responsible manner during rehearsals, performances and while observing. Running is strictly prohibited in the building. The theater is recently renovated and must be treated with respect.
- **COMPLY** with the wishes of the artistic, technical, and volunteer staff when you are at the theater. There is a chain of command, which must be adhered to.
- **ONLY** performers and back stage volunteers are permitted beyond the Stage Door entrance. Parents are not permitted back stage unless they have been selected to act as a volunteer. Students will be escorted to/from their dressing rooms by volunteers.
- The Shubert Theatre's policy on children's tickets: Anyone over the age of 12 months is required to have a ticket even if the child will be sitting on a lap. The ticket **MUST** be in the same price range as the parent tickets. The reason for this is that it is a fire hazard to have more people in the theater than seats.

# The Nutcracker

Lisa Kim Sanborn, Artistic Director

- All volunteers, performers and others entering the back stage area must be fully vaccinated. Performers must provide a negative PCR COVID test performed the weekend before we are in the theater so that we may rehearse and perform without a mask. Masks are mandatory backstage until entering the stage to perform and must be replaced upon exiting the stage.

## THEATER PERSONNEL HIERARCHY

1. **ARTISTIC DIRECTOR**
  2. **STAGE MANAGER**
  3. **TECHNICAL STAGE PERSONNEL**
  4. **MAKEUP & WARDROBE PERSONNEL** (regarding costume/wardrobe and makeup matters)
  5. **NHB FACULTY & STAFF**
  6. **DRESSING ROOM CHAPERONES & VOLUNTEERS**
  7. **PERFORMERS**
- SPEAK to the Artistic Director (Lisa Kim Sanborn) or Office Manager (Ruth Barker) if you are receiving contradictory information from any of the above theater personnel.
  - *NO ONE* other than performers, artistic staff, assigned volunteers, and technical staff and crew are allowed backstage.
  - DO NOT TALK in the wings or onstage during the performance unless it is absolutely necessary.
  - KEEP criticisms to yourself.
  - HANDLE costumes with respect and care. Please hang up costumes properly and return them to the proper person or place with all accessories (head-pieces and loose parts) intact.
  - HANDLE props in the same way remembering to check pre-set props before the performance.
  - NEVER eat or drink anything other than water when in costume.
  - AVOID sitting in costume.
  - REPORT any problems with costumes to the Shubert's Wardrobe Department (Donna Maher), before or after the performance or rehearsal as soon as possible so repairs or adjustments may be made.
  - DO NOT touch the wings, lights, props (unless it is your prop), sets or other stage equipment.
  - SUPPORT the other dancers in every way possible with kindness and encouragement.

Should you have any questions regarding *Nutcracker*, please contact Ruth Barker

[administrator@newhavenballet.org](mailto:administrator@newhavenballet.org)

NHB office: 203-782-9038

Ruth Barker: 413-297-7294

# The Nutcracker

Lisa Kim Sanborn, Artistic Director

- ENJOY THE PERFORMANCE and MAKE THE PERFORMANCE ENJOYABLE FOR THE AUDIENCE!

## ARRIVAL AND DEPARTURE

**Note: Unless state highways are closed Shubert shows always go on  
Please plan accordingly and arrive on time no matter the weather conditions**

**DRESS REHEARSALS:** Parents are not allowed to watch dress rehearsals from the house. Flash photography is not permitted and noise must be kept to a minimum.

### **PARKING**

- On street and Garage parking is available.

### **STUDENT PICK UP: DANCERS MUST BE CHECKED OUT AT THE STAGE DOOR**

Performers must be picked up by a parent or guardian. For Tech and Dress Rehearsals, please check the schedule of approximate pick-up time. Performers must be picked up after every performance (i.e., “between shows”). When you pick up your child, you or your child must check out of the Shubert at the stage door. If your child is in a role that requires pick up at intermission and you would like for them to see the rest of the show, you must purchase a ticket for your child.

## **SHUBERT THEATRE CHECK-IN/CHECK-OUT:**

### **CHECK - IN**

- Upon check-in, performers will be directed to their dressing rooms.
- Students in Level 5 should arrive dressed in their performance attire with hair in appropriate style. Students in Levels 6 through 8 should arrive in their warm-up attire. See Hair Breakdown chart.
- All performers must check in at the stage door upon arrival for stage rehearsal and performance.
- The stage door is located on the right side of the Shubert Theatre building next to the municipal parking garage down the alley on the left.
- Once a student has checked in, they may not leave until they are released and checked out for the day. Please refer to the Production Schedule for check-in/out times.

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# The Nutcracker

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- It is essential that performers arrive and depart the theater on time. You will not be allowed to enter the theater before the assigned time.
- **If your child will be late for any reason**, please call Ruth Barker at 413-297-7294.

**CHECK – OUT:** When stage rehearsals or performances end, students will be checked out from the stage door.

- If your child performs in the 1<sup>st</sup> Act only, they must be picked up at intermission.
- All performers will need a ticket if they intend to watch the 2<sup>nd</sup> half of the performance.
- All 2<sup>nd</sup> Act performers will be released after the performance. We will release students by order of age. The youngest children will be released first.

## **STUDENTS WILL BE RELEASED AT THE SHUBERT THEATRE STAGE DOOR AS FOLLOWS:**

Students performing in the 1<sup>ST</sup> act must be picked up at Intermission; those performing in the 2<sup>nd</sup> act must be picked up after the performance.

### ACT 1 DISMISSAL ORDER

- Soldiers/ Party Children
- Mice & Mouse King
- Dolls
- Snow
- Maids, Party Parents

### ACT 2 DISMISSAL ORDER

- Coffee Corps
- Level 6-8 students

## WHAT TO BRING TO THE THEATER

- Students must arrive at the theater wearing their class uniform.
- Performers are required to provide their own tights, shoes, performance leotards, etc., for the performances.
- Please clearly label with permanent ink all items (shoes, tights, leotards, etc.) so that they may be easily identified and returned.
- Female students please bring a nude colored camisole leotard with no plastic or removable straps.
- Level 6-8 students please bring warm up clothing to the theater.

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- Performers must bring all hair supplies needed for the performance – hairbrush, hairpins, bobby pins, ponytail elastics, hairnets, gel or non - aerosol hair spray. (There will be no hair supplies at the theater.)
- Clean pair of ballet shoes with elastics sewn; Students performing pointe roles: clean pointe shoes with all ribbons and elastic sewn.
- Snowflakes, flowers, female principals, soloists and demi-soloists should have rhinestone stud earrings (if ears are pierced) and false eyelashes.
- Two pairs of clean tights with no holes or runs. All female students performing en pointe must wear tights that match the color of their pointe shoes.
- Sewing kit.
- Make up: see description below.
- Homework, books, art books/or paper, colored pencils or crayons (NO MARKERS), cards and quiet games.
- Drinks: bottled water only!
- All make-up required for your performance. There will be no supplies at the theater.
- Food: The Shubert Theatre prohibits all food products backstage.

## MAKEUP

- **Level 5 students performing female roles:** Arrive at the theater with basic stage makeup applied to a freshly washed face: foundation, face powder, black eyeliner, neutral eye shadow, brows slightly darkened with eye shadow, black mascara, blush applied to apples of cheeks, lipstick (rose to reddish wine in color). No lip gloss.
- **Level 6 through 8 students performing female roles:** please bring basic (heavy street) makeup to the theater: foundation, face powder, black eyeliner, neutral eye shadow, brows slightly darkened with brown eye shadow, black mascara, blush, lipstick (rose to reddish wine in color). No lip gloss. Please also bring eyelash glue and black false eyelashes to the theater.
- **Students performing male roles:** No makeup. Hair should be neatly combed away from the face and secured with hair spray. Long hair must be slicked back, secured in a low pony tail and secured with bobbi pins and hair spray.
- The Shubert Theatre and/or NHB personnel will do specialty makeup for the following roles:  
**Soldiers and Dolls**

## HAIR

Female students must arrive with their hair up in a ballet bun or other specified hairstyle. No bangs, wisps, ribbons, or other hair ornaments are permitted. Gentlemen must wear hair secured out of the face with hairspray and slicked back and secured if long.

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# The Nutcracker

Lisa Kim Sanborn, Artistic Director

## HAIR BY CHARACTER

Clara, Party Girls	Ringlets (see below for instructions)
Party Mothers, Mrs. Von Stahlbaum, Maids	Soft, loose high bun with soft curls around face; or, wig/hairpiece
Dolls, Female Soldiers, Mice	High Bun
Coffee Principal	High Ponytail
All other female performers	High Bun
Male performers	Hair should be combed neatly away from the face and sprayed so as not to fall into face

## RINGLET INSTRUCTIONS:

Front half of hair should be pulled up away from the face and secured with a barrette that matches hair color. Small to medium sponge rollers are suggested.

- Begin with clean, dry hair
- Divide hair into sections: top, bottom, left and right. Secure each section on which you are not working with clips
- Roll the underneath layers first and work your way up
- Comb out and lightly spray a small vertical section of hair with water or spray gel, wrap the ends of hair with wrapping paper or 1 square of toilet paper, and roll the section of hair up vertically to the scalp
- At least two (2) curlers closest to the face should be rolled towards the face on each side
- If you are curling longer or thicker hair, be sure to use small sections of hair
- Rollers should lie vertically on the head so that curls release nicely when the rollers are removed
- Carefully remove barrette and sleep on hair rollers or sit under a hair dryer and leave in rollers for as long as possible
- Remove the rollers gently so you do not distort the curls. **DO NOT BRUSH OUT THE CURLS**
- Brush back front of hair and place barrette to secure front half of hair away from face
- Use hair spray on the curls until stiff

**IMPORTANT:** Keep curls loosely wrapped in hair net or scarf to keep gravity from causing them to droop

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# The Nutcracker

Lisa Kim Sanborn, Artistic Director

## COSTUMES

Costumes must be handled with the utmost care. NHB requires students performing corps, soloist, demi-soloist, and principal roles to be responsible for their costumes and headpieces. Costumes must be hung in their proper place after each wearing. Costumes returned to NHB with stains or other damage, or failure to hang up costumes, may result in being charged a fee and result in loss of performing privilege. To prevent damage or stains, students must keep their hands clean when wearing costumes and not eat, drink, apply makeup, or sit on the floor while in costume. Costumes are marked with students' names.

### **COSTUME FOUNDATION BY CHARACTER**

Party Girls	Classical pink tights, nude colored camisole leotard, black leather ballet shoes with long black elastic sewn so that it wraps around the ankle. NHB will supply long black elastic.
Clara	Act I: Classical pink tights, nude colored camisole leotard, black leather ballet shoes with long black elastic sewn so that wraps around the ankle. NHB will supply long black elastic. Act II: Same as above, except pink ballet slippers. Please bring spare pair of pink ballet shoes.
Nutcracker Prince, Fritz, Party Boys/Male Soloists	Black tights, black ballet shoes with black elastic, white tee. Nutcracker Prince wears white tights and white shoes in Act 2.
Party Ladies, Mrs. Von Stahlbaum, Maids	Black opaque tights, black character shoes, black undergarments.
Party Men, Mr. Von Stahlbaum, Drosselmeyer, Wolf	Black socks or tights, black dress pants, black dress or jazz/character shoes, white dress shirt.
Female Dolls	Classical pink/nude tights, nude colored camisole leotard, matching tights: pink/nude pointe shoes.
Snow King/Cavalier	White tights, dance belt, white ballet shoes with white elastic.
Soldiers	Class leotard, black tights, black ballet slippers with black elastic, white tee.
Mice	Class leotard or tee, black tights, black ballet shoes with black elastic.
Mouse King	Black tights, tee, black jazz or character shoes.
Snow Queen, Snow Demis, Snowflakes	Classical pink/nude tights, nude colored camisole leotard, pink/nude pointe shoes.

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Fairies, Marzipan Principal, Dew Drop, Demi Flowers, Flowers, Sugar Plum Fairy	Classical pink/nude tights, nude colored camisole leotard, pink/nude pointe shoes.
Coffee Principal	Pink/nude tights, Purple briefs, Pink/nude pointe shoes, Over/Under (nude camisole)
Coffee Corps	Classical pink tights, nude colored camisole leotard, pink ballet slippers
Trepak	Nude colored camisole leotard, dyed pointe shoes, red tights and briefs will be supplied
Hot Chocolate	Pink/nude tights, nude colored camisole, pointe shoes to match tights, black briefs will be supplied
Tea Corps	Black tights, black camisole leotard, black ballet slippers
Tea Soloist/Demi-Soloist	Black tights, black camisole leotard, black pointe shoes.

## HEAD LICE POLICY

Head lice are extremely contagious and may be passed through shared clothing, headgear, combs, brushes etc. NHB has a “no head lice” policy, as well as a “no nit” policy. Students found to have live head lice will be excluded from all NHB classes, rehearsals and performances, and not allowed to return until they are lice-free. Students are required to be re-examined by their physician in 14 days to confirm that they remain lice-free.

## IMPORTANT NHB PHONE NUMBERS AND CONTACTS

**Ruth Barker: [administrator@newhavenballet.org](mailto:administrator@newhavenballet.org)**

**NHB Office: 203-782-9038**

**Ruth Barker: 413-297-7294**

**Shubert Box Office: 203-562-5666**

**Winter Recess: December 22 - January 9**  
**Happy Holidays!**

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