



2022 PERFORMANCE HANDBOOK

New Haven Ballet proudly presents

Don Quixote &

Symphonic Nonsense

The Shubert Theatre New Haven
247 College Street
New Haven, Connecticut

May 28, 2022 at 1:00 p.m.

SHUBERT THEATER INFORMATION

All performers must:

- Be **fully vaccinated (2 shots) and boosted if over 12 years**. Proof of vaccination and booster must be submitted by **April 15** to administrator@newhavenballet.org. Email subject line should read: COVID Vaccination Card.
- **PCR or at home antigen test required** to perform without a mask the week of the show. PCR should be taken May 21-23. At home antigen test should be taken May 24 or 25. Send in photo of test results to: administrator@newhavenballet.org. Email subject line should read: PCT/Antigen Test.
- **ARRIVE** on time and sign in/out at the stage door for theater rehearsals and performances. **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, electronic devices, 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 renovated and must be treated with respect.

Should you have any questions regarding the show please contact Ruth Barker
Email: administrator@newhavenballet.org
Tel. 413-297-7294



- COMPLY with the wishes of the artistic, technical, and volunteer staff when you are at the theater.
- 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. **Volunteers must wear a mask backstage. This is a Shubert requirement. We will advise you if this changes. Volunteers must also submit proof of full vaccination (2 vaccines) and booster.**
- 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 theatre than seats.
- **The Shubert Theatre's COVID requirements:** Audience members ages 5+ years must show proof of full vaccination or negative PCR test result within 48-hours of show.

THEATER PERSONNEL HIERARCHY

1. **ARTISTIC DIRECTOR, LISA KIM SANBORN**
 2. **STAGE MANAGER, BARBARA MANGINI**
 3. **TECHNICAL STAGE PERSONNEL**
 4. **COSTUME DESIGNER, 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), Volunteer Coordinator (Deana Vendetto), or Office Manager (Ruth Barker) if you are receiving contradictory information from theater personnel.
 - DO NOT TALK in the wings or onstage during the performance unless it is absolutely necessary.
 - SUPPORT other dancers in every way possible with kindness and encouragement. Be helpful. We want everyone to have a wonderful experience. Please keep negativity and 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.

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- 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 when wearing a costume.
- REPORT any problems with costumes to the Shubert Wardrobe Mistress (Donna Maher) or NHB's Wardrobe Mistress (Kim Salsbury) 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.
- *ENJOY THE PERFORMANCE and MAKE THE PERFORMANCE ENJOYABLE FOR THE AUDIENCE!*

SHUBERT THEATRE 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 and the use of electronic devices are not permitted. Please keep noise (talking) to a minimum.

PARKING

- On street parking is limited.
- Garage parking is available.

CHECK IN: DANCERS MUST BE CHECKED IN AT THE STAGE DOOR

- Upon check-in, performers will be directed to their dressing rooms by NHB volunteers.
- Students should arrive dressed in their rehearsal or performance attire with hair in appropriate style. Students who arrive without their hair performance ready will not be admitted back stage. Students in Levels 5 through 8 should bring warm-up attire. See Hair 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 Theater building next to the municipal parking garage down the alley on the left.

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- 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.
- 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: 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 pick-up time. When you pick up your child, you or your child must check out of the Shubert at the stage door.

WHAT TO BRING TO THE THEATER

- Dancers performing female roles should arrive with their hair secured in a ballerina bun (See Hair Chart), wearing pink tights or flesh toned tights, and a flesh toned camisole leotard under their clothing. Bring ballet and pointe shoes that match the color of your tights (pink tights=pink shoes; flesh toned tights=flesh toned shoes).
- Dancers performing male roles should arrive with their hair styled away from the face and wearing a white fitted tee, black opaque tights and bring black ballet shoes.
- Dancers performing female roles should arrive wearing stage makeup for the performance. See below.
- For rehearsals: Arrive at the theater in your class uniform with your hair performance ready. Bring your performance shoes.
- All 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.
- Dancers performing female roles: please wear a nude colored or flesh toned camisole leotard with no plastic or removable straps. This is to wear under your costume, which will be provided at the theater for dress rehearsals and the performance. Wear your class leotard for tech rehearsal.
- Level 5-8 students please bring warm up clothing to the theater.
- Please bring all hair supplies you will need 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.

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- Dancers in Level 5+ performing female roles should have rhinestone stud earrings (if ears are pierced) and false eyelashes over black liner and lipstick.
- Natural hair color (no hair dye).
- Clean bare nails (no polish).
- Two pairs of clean tights with no holes or runs.
- Sewing kit.
- Make up: see 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 Theater prohibits all food products.

MAKEUP

- *Creative Ballet 2 through Level 4 females:* Arrive at the theater with light basic stage makeup applied to a freshly washed face: foundation (entire face including under jaw bone), loose face powder, light blush to apples of cheeks, lipstick slightly deeper or more vibrant than natural lip color, and brows slightly darkened with brown eye shadow if they are very fair.
- *Level 5 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, black mascara, blush applied to apples of cheeks, lipstick. No lip gloss.
- *Level 6 through 8 female roles:* Arrive wearing basic (heavy street) makeup to the theater: foundation, face powder, black eyeliner, neutral eye shadow, brows slightly darkened, black mascara, blush, and lipstick. No lip gloss. Please also bring eyelash glue and black false eyelashes to the theater.
- *Male roles:* No makeup.

HAIR

Students performing female roles must arrive with their hair secured in a ballerina bun or other specified hairstyle. No bangs, wisps, ribbons, or other hair ornaments are permitted. Natural hair color (no hair dye). Gentlemen must wear hair secured out of the face with hairspray and slicked back and secured if long. Hair should not touch face when moving, jumping or turning.



HAIR CHART

Beginning Contemporary	Female: High ballet bun Male: Hair styled away from face
Intermediate/Advanced Contemporary	Low ballerina bun with hair parted in middle
Symphonic Nonsense	Low ballerina bun with hair parted in middle
Town Maidens, Young Town Maidens (Level 3)	Hair parted in middle, sleeked back (no wispies), low ballerina bun at nape of neck
Baby Chicks (Creative Ballet 2), Roses (Pre-Ballet), Baby Calves (Level 2), Lilies (Primary), Flower Girls (Level 1), Doves (Level 4)	High ballerina bun. Hair should be wet and then slicked back tightly away from the face. Spray with hairspray and press any wispies or curls flat. Thin hair may use a hair sock or hair donut. Wear a hair net that matches hair color and secure with bobbi pins. No ribbons or other hair ornaments. Head pieces that match their costume will be secured at the theater.
Drayd and Cupid Corps de Ballet	High ballerina bun
Queen of the Dryads, Dulcinea, Cupid	High ballerina bun
All other female role performers	Low ballerina bun with hair parted in middle
Male performers: Baby Bulls (Level 2), Baby Rooster (Creative Ballet 2), Dove (Level 4), Young Toreadors (Level 5), Gamache, Basilio, Townsmen	Hair should be neatly combed out of 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. No "spikes"; hair must be neat, away from face, and sprayed so as not to fall into face

COSTUMES

Costumes and rehearsal tutus 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 or rehearsal tutus.

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NEW HAVEN BALLET COSTUME REQUIREMENTS

Beginning Contemporary	Female: Black footless tights (worn over ballet pink or flesh toned convertible tights), black camisole leotard Male: Black opaque footless tights, white fitted tee
Intermediate/Advanced Contemporary	Black class leotard, black tights and socks (to be supplied by instructor) over classical pink or flesh toned convertible tights, flesh toned leotard
Symphonic Nonsense	Flesh toned or classical pink tights, matching pointe shoes, flesh toned camisole leotard
Town Maidens, Young Town Maidens (Level 3)	Classical pink tights with matching shoes (or, flesh toned tights with matching shoes), flesh toned camisole leotard
Baby Chicks (Creative Ballet 2), Lilies (Pre-Ballet), Baby Calves (Level 2), Roses (Primary), Flower Girls (Level 1), Doves (Level 4)	Classical pink tights with matching ballet shoes (or flesh toned tights with matching ballet shoes), flesh toned camisole leotard
Dryad and Cupid Corps de Ballets	Classical pink tights, nude colored camisole leotard, pink pointe shoes (or, flesh toned tights with matching pointe shoes)
Queen of the Dryads, Dulcinea, Cupid	Classical pink tights, nude colored camisole leotard, pink pointe shoes (or, flesh toned tights with matching pointe shoes)
All other female role performers	Classical pink tights, nude colored camisole leotard, pink pointe shoes (or, flesh toned tights with matching pointe shoes)
Male performers: Baby Bulls (Level 2), Baby Rooster (Creative Ballet 2)	Black opaque tights, fitted white tee, black ballet shoes
Male Dove (Level 4)	Dance belt, white thin socks or tights, white ballet shoes
Young Toreadors	Dance belt, black opaque tights, black ballet shoes, white fitted tee
Gamache	White dress shirt, dance belt, black opaque tights, black ballet or character shoes
Basilio	Dance belt, black opaque tights, black ballet shoes, white fitted tee
Townsmen	White fitted tee, then opaque black high socks or tights, black character shoes or ballet shoes

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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.

COVID

You must stay home if you are sick -- even with mild cold symptoms. We ask that you return either a negative PCR or at home antigen test before returning to the studio or theater and wear a mask until symptoms have fully subsided.

If you have been exposed to COVID:

Fully vaccinated/boosted - do not need to quarantine, but you do need to wear a mask at ballet (studio or theater) for a full 10 days after exposure.

For those who test positive for COVID:

Isolate for 5-7 days. May return to ballet if wearing a mask for a full 10 days after exposure and once fever free and other symptoms have improved.

For those with moderate to severe illness, you must be cleared by your medical provider before returning to ballet.

IMPORTANT PHONE NUMBERS AND CONTACTS

Ruth Barker: administrator@newhavenballet.org

Tel. 413-297-7294

Shubert Box Office: 203-562-5666

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