

The Nutcracker

Lisa Kim Sanborn, Artistic Director

2023 PERFORMANCE HANDBOOK

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

**December 15, 2023, at 7:00 p.m.
December 16, 2023, at 1:00 and 5:00 p.m.
December 17, 2023, at 1:00 p.m.**

SHUBERT THEATRE INFORMATION:

All performers must:

- **ARRIVE** on time. Sign in/out inside the stage door for theater rehearsals and performances. Performers are not permitted in the theater front of the 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 professionally and responsibly during rehearsals, performances, and while observing. Running is strictly prohibited in the building. The theater was 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 backstage volunteers are permitted beyond the Stage Door entrance. Parents are not permitted backstage unless they have been asked 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 12 months must 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. This is because it is a fire hazard to have more people in the theater than seats.

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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 necessary.
- KINDLY 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 (headpieces and loose parts) intact.
- HANDLE props in the same way remembering to check pre-set props before the performance.
- PROPS TABLE – Please do not touch anything on the props table unless you are required to use the prop for the performance. If you find a prop please place it on any prop table. The Shubert crew will reset all props before each performance.
- NEVER eat or drink anything other than water when in costume.
- DO NOT apply makeup wearing a 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

NHB office: 203-782-9038

Ruth Barker: 413-297-7294

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- *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, use of phones during the performance is not allowed, 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 Creative Ballet 1 through 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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- 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 1st Act only, they must be picked up at intermission. Dressing rooms are cleared out after Act 1 to allow Act 2 performers access. There is no room for backstage accommodation of Act 1 only performers.
- Performers will need a ticket if they intend to enter the theater and watch the 2nd half of the performance.
- Act 2 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 1ST act must be picked up at Intermission; those performing in the 2nd act must be picked up after the performance.

ACT 1 DISMISSAL ORDER

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

ACT 2 DISMISSAL ORDER

- CB1, CB2, Pre-Ballet, and Primary Students
- Level 1-5 Students
- Level 6-8 students

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

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NHB Office: 203-782-9038

Ruth Barker: 413-297-7294

Shubert Box Office: 203-562-5666

Winter Recess: December 18 - January 7

Happy Holidays!

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