

NEW
HAVEN
BALLET

LISA KIM SANBORN
ARTISTIC DIRECTOR



Coppélia

May 27, 2023
1:00 p.m.



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501(c)(3) nonprofit organization

2023 PERFORMANCE HANDBOOK

New Haven Ballet proudly presents

Coppélia

Cavaliere Allegro

Vivaldi Concerto

Shared Ability

Parson's Etude

Beginning Contemporary

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

May 27, 2023 at 1:00 p.m.

Please read through this information carefully. If you have any questions please contact Ruth Barker at administrator@newhavenballet.org

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

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SHUBERT THEATER INFORMATION

- For the safety of our dancers it is important to 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. We recommend that you pack the night before and double check your list before coming to the theater.
- LEAVE jewelry, watches, electronic devices, and other valuables at home. Students lose items every year. The Shubert and NHB are not responsible for lost or stolen items.
- We know you are excited but we kindly ask that dancers conduct themselves 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.
- Please COMPLY with the wishes of the artistic, technical, and volunteer staff when you are in the theater.
- ONLY performers and back stage volunteers are permitted beyond the Stage Door entrance. Parents are not permitted back stage unless they are scheduled volunteers. Students will be escorted to/from the stage door at check in to their dressing rooms by volunteers. **Volunteers must wear "stage blacks" (solid black clothing including rubber soled shoes) backstage. This is a Shubert requirement.**
- 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 parent's lap. The ticket must be in the same price range as the parent's ticket. The reason for this is that it is a fire code violation to have more people in the theatre than seats.

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THEATER PERSONNEL HIERARCHY

1. **ARTISTIC DIRECTOR, LISA KIM SANBORN**
2. **STAGE MANAGER, BARBARA MANGINI**
3. **ASSISTANT STAGE MANAGER, TALIA VENDETTO**
4. **TECHNICAL STAGE PERSONNEL (Shubert Stage Crew)**
5. **COSTUME DESIGNER, MAKEUP & WARDROBE PERSONNEL (regarding costume/wardrobe and makeup matters)**
6. **NHB FACULTY & STAFF**
7. **DRESSING ROOM CHAPERONES & VOLUNTEERS**
8. **PERFORMERS**

- Please speak with the Artistic Director (Lisa Kim Sanborn), Stage Manager (Barbara Mangini), Assistant Stage Manager (Talia Vendetto), Volunteer Coordinator (Deana Vendetto), or Office Manager (Ruth Barker) if you are receiving contradictory information from theater personnel.
- Please **DO NOT TALK** in the wings or onstage during the performance unless it is absolutely necessary.
- For many dancers performing is exciting and a little stressful. We ask that parents and performers **SUPPORT** performers in every way possible, treating each other with kindness and encouragement. Be helpful. We want everyone to have a wonderful experience. Please keep negativity and criticisms to yourself.
- Our costumes are beautiful because New Haven Ballet has invested in premier materials, talented designers and professional sewing artists, who dedicated tremendous time and care in sewing each layer of tulle, decoration and closure for each performer. We have had some costumes for over twenty five years due to prior generations handling them with great care. Please 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.
- Please do not touch the props table unless it is your prop for the performance. Please handle props in the same way remembering to check pre-set props before the performance.

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- NEVER eat or drink anything other than water when in costume.
- NEVER apply makeup (e.g., no fresh lipstick application) 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 Salisbury) 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: The dancers and musicians have worked hard to prepare a wonderful performance for you. Please understand that parents are not allowed to watch 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. Please understand that we are not able to do hair for the children back

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- stage. If a student arrives without their hair performance ready the student will not be admitted back stage. Students in Levels 5 through 8 should bring warm-up attire.
- All performers must check in at the stage door upon arrival for stage rehearsals 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.
 - 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 high ballerina bun or style required for their part as described on the Hair Chart, wearing pink tights or flesh toned tights, and a flesh toned camisole leotard under their clothing. Bring ballet and/or pointe shoes that match the color of your tights (pink tights=pink shoes; flesh toned tights=flesh toned shoes). *Note **Level 2 & 3 Villagers and Level 4 Big Dolls** wear black ballet slippers with long elastics sewn in a single loop. Please pick up elastic from the NHB office.*
- 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. *Note **male kittens** wear white tights and white shoes.*
- Dancers performing female roles should arrive wearing stage makeup for the performance. See below.

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- 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.
- 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 colored 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.

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MAKEUP

- *Creative Ballet 1 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 very fair.
- *Creative Ballet 1 through Level 4 males:* No makeup required.
- *Level 5 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.
- *Level 5 through 8 Male roles:* Foundation, light blush and powder recommended with natural lip.

HAIR

Students performing female roles must arrive with their hair secured in a high 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. Dancers hair should not touch the face when moving, jumping or turning.

HAIR CHART

| | |
|--------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Beginning Contemporary | Female: High ballet bun Male: Hair styled away from face |
| Intermediate/Advanced Broadway | Female: High ballerina bun Male: Hair styled away from face |
| Vivaldi Concerto Cavaliere Allegro | Female: High ballerina bun Male: Hair styled away from face |
| Coppelia: Villagers, All Level 5-8 NHBC (except Cats), Requena, Fountain | Female: Hair parted in middle, two pigtail braids on side of head, braids crossed on top of head secured with hair pins Male: Hair styled away from face |

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Fireflies, Kittens, Cats, Little Dolls, Big Dolls

Female: High ballerina bun. Hair should be wet and then slicked back tightly away from the face. Spray with hairspray and press any wispsies 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.

Male: 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 the costumes and headpieces they wear. 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.

NEW HAVEN BALLET COSTUME REQUIREMENTS

| | |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| Beginning Contemporary | Female: Black footless tights (worn over ballet pink or flesh toned convertible tights), black camisole leotard |
| Intermediate/Advanced Broadway | Male: Black opaque footless tights, dance belt, black fitted tee (tucked in) |
| Vivaldi Concerto Cavaliere Allegro | Female: Flesh toned or classical pink tights, matching pointe shoes, flesh toned camisole leotard |

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| | Male: Gray tights (to be supplied by NHB), matching gray shoes (white shoes supplied by dancers will be dyed), dance belt, fitted white tee (tucked in) |
| Coppelia: Villagers (L. 2, L. 3), Big Dolls (L. 4) | Female: Classical pink tights with black shoes – black elastics sewn in single loop to wrap around ankle (or, flesh toned tights with black shoes sewn in single loop to wrap around ankle), flesh toned camisole leotard Male: Black opaque tights, matching black shoes, white tee. |
| Kittens, Little Dolls | Female: Classical pink tights with matching ballet shoes (or flesh toned tights with matching ballet shoes), flesh toned camisole leotard Male: White tights with white ballet shoes |
| Fireflies | Female: Classical pink tights, nude colored camisole leotard, pink ballet shoes (or, flesh toned tights with matching ballet shoes) Male: Black tights, black ballet shoes, white tee |
| NHBC Coppelia, Fountain | Female: Classical pink tights, nude colored camisole leotard, matching pink pointe shoes (or, flesh toned tights with matching pointe shoes) Male: Black tights, dance belt, white tee, black ballet shoes |
| Requena | Harlequin Doll: Gray tights, dance belt, white tee, gray matching shoes Villager: Black opaque tights, dance belt, fitted white tee, black ballet 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.

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A promotional poster for the New Haven Ballet's production of Coppelía. The background is a dark teal color. On the left, the text 'NEW HAVEN BALLET' is written in large, white, sans-serif capital letters. Below it, 'LISA KIM SANBORN ARTISTIC DIRECTOR' is written in smaller white capital letters. In the center, a ballerina in a white tutu with a gold and white bodice is captured in a dynamic pose, holding a large, arched floral garland above her head. On the right, the title 'Coppélia' is written in a large, white, serif font. Below the title, the date and time 'May 27, 2023 1:00 p.m.' are listed. At the bottom right, there is a logo for 'SHUBERT NEW HAVEN' in a white-bordered box. In the bottom left corner, there is a small copyright notice: '© Thomas Giroir Photography 2023'. In the bottom right corner, there is a small text: '501(c)(3) nonprofit organization'.

COVID

Please 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 symptoms of illness you must wear a mask until symptoms clear.

If you have been exposed to COVID or are COVID positive:

Isolate for 5-days. Dancers 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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