



Rev. 4/16/2024

2024 PERFORMANCE HANDBOOK

New Haven Ballet proudly presents

Beauty and the Beast

Paquita

Shared Ability

Broadway: A Chorus Line

Beginning Contemporary

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

May 25, 2024 at 1:00 p.m.

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



Please read through this information carefully. If you have any questions, please get in touch with Ruth Barker at administrator@newhavenballet.org

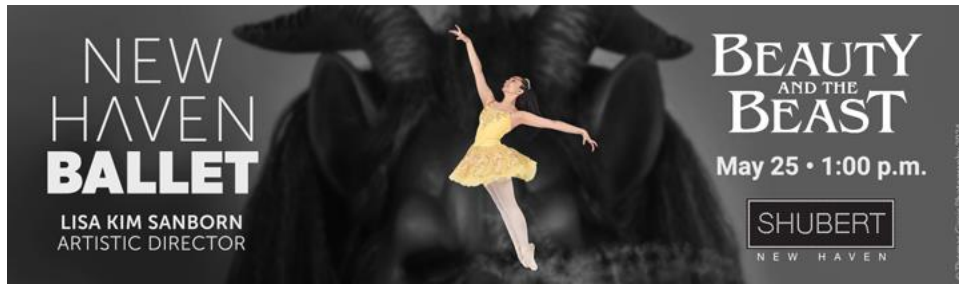
SHUBERT THEATER INFORMATION

- 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 you pack the night before and double-check your list before coming to the theater.
- Please 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 calmly and intently once they 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, which 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 backstage volunteers are permitted beyond the Stage Door entrance. Parents are not permitted backstage unless they are scheduled volunteers. Volunteers will escort students to/from the stage door at check-in to their dressing rooms. 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 is that anyone over 12 months must have their own 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. Having more people in the theatre than seats is a fire code violation.

THEATER PERSONNEL HIERARCHY

1. **ARTISTIC DIRECTOR, LISA KIM SANBORN**
2. **STAGE MANAGER, MIRIAM ROSENBERG**
3. **ASSISTANT STAGE MANAGER, TALIA VENDETTO**
4. **TECHNICAL STAGE PERSONNEL (Shubert Stage Crew)**

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5. **COSTUME DESIGNER, MAKEUP & WARDROBE PERSONNEL (regarding costume/wardrobe and makeup matters)**
6. **NEW HAVEN BALLET FACULTY & STAFF**
7. **DRESSING ROOM CHAPERONES & VOLUNTEERS**
8. **PERFORMERS**

- Please speak with the Artistic Director (Lisa Kim Sanborn), Stage Manager (Miriam Rosenberg), 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 each other 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 dedicate tremendous time and care to sewing each layer of tulle, decoration, and closure for each performer. Please handle costumes with respect and care so that many generations of dancers may enjoy them. Please hang up costumes properly and return them to the proper person or place with all accessories (headpieces and loose parts) intact. Dancers are liable for any damage they cause.
- Please do not touch the props table unless it is your prop for the performance. Remember to check pre-set props before the performance.
- 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 costume problems to the Shubert Wardrobe Mistress (Donna Maher) or our Wardrobe Mistress (Kimberly 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!*

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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 performers have worked hard to prepare a wonderful show 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 but often fills.

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

- Upon check-in, NHB volunteers will direct performers to their dressing rooms.
- Students arrive dressed in their rehearsal or performance attire with hair in an appropriate style. Please understand that we cannot do hair for the children backstage. If students arrive without their hair performance-ready, they will not be admitted backstage until their hair is ready for the stage. Students in Levels 5 through 8 should bring warm-up attire.
- Upon arrival, performers must check in at the stage door for stage rehearsals and performances.
- The stage door is on the right side of the Shubert Theatre building next to the municipal parking garage down the alley on the left.
- Once students have 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/check-out times.
- Performers must 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**, please call Ruth Barker at 413-297-7294.

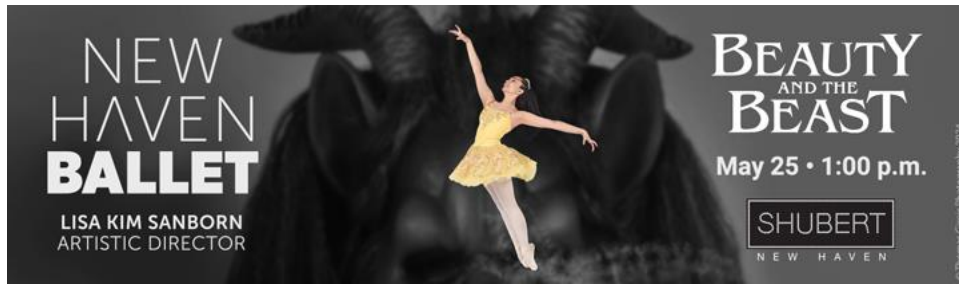
CHECK OUT: DANCERS MUST BE CHECKED OUT AT THE STAGE DOOR

A parent or guardian must pick up performers. For Tech and Dress Rehearsals, please check the schedule for pick-up times. 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 the style required for their part as described on the Hair Chart. They should wear pink or flesh-toned tights and a flesh-toned camisole leotard under their clothing. They should bring

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ballet and/or pointe shoes that match the color of their 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, wearing a white fitted t-shirt and black opaque tights, and bringing their black ballet shoes.
- Dancers performing female roles should arrive wearing 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. Please arrive wearing stage makeup for the performance. See below.
- Arrive at the theater in your class uniform for rehearsals, with your hair performance-ready. Bring your performance shoes.
- Performers must provide their own tights, shoes, performance leotards, etc., for the performances.
- Please label all items (shoes, tights, leotards, etc.) with permanent ink so they may be easily identified and returned.
- Level 5-8 students, please bring warm-up clothing to the theater.
- Please bring all the hair supplies you need for the performance—hairbrushes, 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.
- Makeup: see below. The theater provides no makeup or hair supplies.
- Homework, books, art books/or paper, colored pencils or crayons (NO MARKERS), cards, and quiet games.
- Drinks: bottled water only!
- Food: The Shubert Theater prohibits all food products.

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.

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- *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 a 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) is permitted. Gentlemen must wear hair secured out of the face with hairspray, slicked back, and secured if long. Dancers' hair should not touch the face when moving, jumping, or turning.

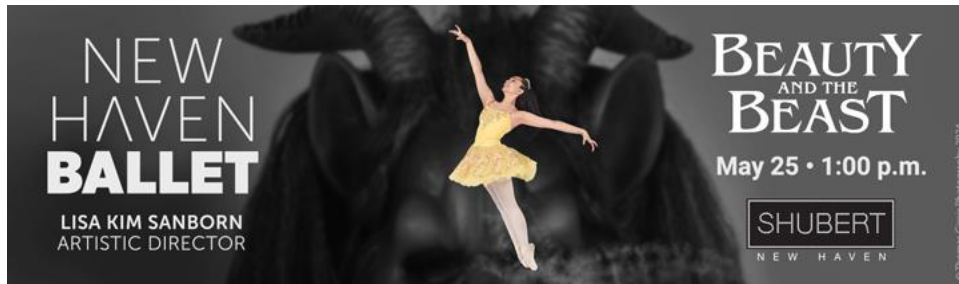
HAIR CHART

Beginning Contemporary	Female: High ballerina bun Male: Hair styled away from face
Intermediate/Advanced Broadway	Female: Low ballerina bun (if in Paquita), or as directed. Male: Hair styled away from face
NHBC: <i>Paquita</i>	Female: Hair parted in middle, low ballerina bun Male: Hair styled away from face
"Belle" & "Clarice"	Hair worn long, half up/half down
<i>Beauty and the Beast</i>	Female: High ballerina bun. Hair should be wet and then slicked back tightly away from the face. Spray with hairspray and press any wisps 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. 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

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charged a cleaning or replacement fee. Students must keep their hands clean when wearing costumes and not eat, drink, apply makeup, or sit on the floor in costume or rehearsal tutus to prevent damage or stains.

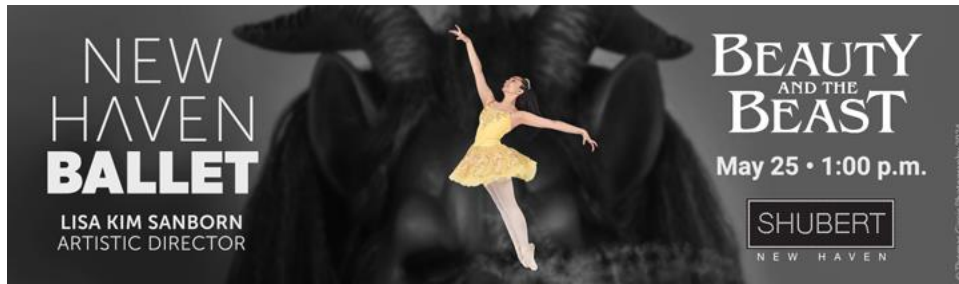
NEW HAVEN BALLET COSTUME REQUIREMENTS

Beginning Contemporary	Female: Black footless tights (worn over ballet pink or flesh toned convertible tights), black camisole leotard Male: Black opaque footless tights, dance belt, black fitted tee (tucked in)
Broadway	Flesh toned or black opaque tights as assigned, jazz or character shoes, flesh toned camisole leotard or white fitted tee
Baby Chicks, Sugar Cubes, Maids, Strawberries, Carrots, Female Cupcakes, Female Whipped Cream, Pixie Fairies	Female: Classical pink tights, flesh toned colored camisole leotard, pink ballet shoes (or, flesh toned tights with matching ballet shoes)
Butlers, Elves, Chips	Black tights, black ballet shoes, white tee
Male Cupcake, Rooster, Male Whipped Cream, Lumiere	White opaque tights, White fitted tee, white ballet shoes
Bergner, Kanor, Bishop	Female: White opaque tights, flesh toned camisole leotard, character shoes Male: Black opaque tights, dance belt, fitted black tee, black ballet shoes or character shoes
New Haven Ballet Company, 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 or character shoes (depending on role)

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 and a “no nit” policy. Students with live head lice will be excluded from all NHB classes, rehearsals, and performances and cannot return until they are lice-free. Students must be re-examined by their physician in 14 days to confirm that they remain lice-free.

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ILLNESS

Please stay home if you are sick. Students must be 24-hours fever free to return to the theater. Those with moderate to severe illness must be cleared by their medical provider before returning to ballet. If you have a cough, please wear a mask when around others.

IMPORTANT PHONE NUMBERS AND CONTACTS

Ruth Barker: administrator@newhavenballet.org

Tel. 413-297-7294

Shubert Box Office: 203-562-5666

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