



2025 PERFORMANCE HANDBOOK

New Haven Ballet proudly presents

The Sleeping Beauty

Shared Ability

Broadway: Cats (excerpts)

Contemporary

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

May 23, 2026 at 1:00 p.m.

Please review this information carefully. If you have any questions, contact Ruth Barker at administrator@newhavenballet.org.

Should you have any questions regarding the show, please contact Ruth Barker
Email: administrator@newhavenballet.org
Tel. 203-605-2843



SHUBERT THEATRE INFORMATION

- For the safety of our dancers, it is important to arrive on time and sign in and out at the stage door for theater rehearsals and performances. Please do not arrive earlier or later than check-in time.
- Remember to bring all performance supplies to dress rehearsals and performances. We recommend packing the night before and double-checking your list before arriving at the theater.
- Please leave jewelry, watches, electronic devices, and other valuables at home. Students lose items every year; neither the Shubert nor NHB is responsible for lost or stolen items.
- We understand that you are excited, but we kindly ask that dancers conduct themselves calmly and attentively 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 renovated building, which must be treated with respect.
- Please respect the wishes of the artistic, technical, and volunteer staff while you are in the theater.
- Only performers and backstage volunteers are allowed beyond the Stage Door entrance. Parents may not enter backstage unless they are scheduled volunteers. Volunteers will escort students to and from the stage door at check-in to their dressing rooms. Volunteers must wear "stage blacks" (solid black clothing, including rubber-soled shoes) while backstage. This is a Shubert requirement.
- The Shubert Theatre's policy regarding children's tickets states that anyone over 12 months of age 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 available seats constitutes a fire code violation.

THEATER PERSONNEL HIERARCHY

1. **ARTISTIC DIRECTOR LISA KIM**
2. **STAGE MANAGER NICOLE BOUCLIER**
3. **ASSISTANT STAGE MANAGER, TALIA SYLVESTER**
4. **TECHNICAL STAGE PERSONNEL (Shubert Stage Crew)**
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**

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- If you are receiving contradictory information from theater personnel, please speak with the artistic director (Lisa Kim), stage manager (Nicole Bouclier), assistant stage manager (Talia Sylvester), volunteer coordinator (Deana Vendetto), or office manager (Ruth Barker).

- Please refrain from talking in the wings or on stage during the performance unless it is absolutely necessary.
- For many dancers, performing is both exciting and somewhat stressful. We ask that parents and performers support one another in every way possible, treating each other with kindness and encouragement. Be supportive. We want everyone to have a wonderful experience. Please keep negativity and criticism to yourself.
- Our costumes are beautiful because New Haven Ballet has invested in top-quality materials, skilled designers, and professional sewing artists who dedicate significant time and attention to sewing each layer of tulle, decoration, and closure for every performer. Please handle costumes with respect and care, allowing many generations of dancers to enjoy them. Be sure to hang up costumes properly and return them to the designated person or place with all accessories (headpieces and loose parts) intact. Dancers are responsible for any damage they cause.
- Please refrain from touching the props table unless you are using a prop for the performance. Remember to check the pre-set props before the show.
- Do not eat or drink anything except water while in costume. Never apply makeup (e.g., no fresh lipstick application) when in costume.
- Refrain from sitting while in a costume.
- Report any costume issues to either the Shubert Wardrobe Mistress, Donna Maher, or our Wardrobe Mistress, Kimberly Salisbury, as soon as possible so that repairs or adjustments can be made.
- Please refrain from touching the wings, lights, props (unless they belong to you), sets, or any 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 will always continue as planned. Please plan accordingly and arrive on time, regardless of the weather conditions.

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DRESS REHEARSALS: The performers have worked diligently to prepare a fantastic show for you. Please note that parents are not permitted to observe rehearsals from inside the house. Flash photography and the use of electronic devices are prohibited. Please keep noise, such as talking, to a minimum.

PARKING

- On-street parking is limited.
- Garage parking is available, but it often fills up quickly.

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

- Upon check-in, volunteers from NHB will guide performers to their dressing rooms.
- Students arrive dressed in their rehearsal or performance attire, with hair styled appropriately. Please understand that we cannot do hair for the children backstage. If students come with their hair not performance-ready, they will not be admitted backstage. Students in Levels 5 through 8 should bring warm-up attire.
- The stage door is located on the right side of the Shubert Theatre building, adjacent to the municipal parking garage, down the alley on the left.
- Once students have checked in, they cannot leave until they are released and checked out for the day. Please consult the Production Schedule for check-in/check-out times.
- Performers must arrive and leave the theater punctually. Entry will not be permitted before the designated time.
- **If your child is going to be late**, please call Ruth Barker at 203-605-2843.

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, either 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 styled in a high ballerina bun or in the specific design required for their part, as indicated on the Hair Chart. They should wear pink or flesh-toned tights and a flesh-toned camisole leotard beneath their clothing. Additionally, they should bring ballet and/or pointe shoes that correspond in color to their tights (pink tights = pink shoes; flesh-toned tights = flesh-toned shoes).
- Dancers performing male roles should arrive with their hair styled away from their faces, wearing a fitted white t-shirt and black opaque tights, and bringing their black ballet shoes.
- Performers should arrive wearing the prescribed stage makeup for the performance. *See below.*

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- 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.
- Wear your class leotard for tech rehearsal.
- 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.
- *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.

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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.

Shared Ability	High ballet bun
Contemporary, Lecture Demonstration	Female: High ballet bun Male: Hair styled away from the face
Broadway	High ballet bun
The Sleeping Beauty	Female: High ballet bun. Hair should be wet and then slicked back 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 hairnet that matches hair color and secure with bobbi pins. No ribbons or other hair ornaments. Head pieces that match your costume will be provided at the theater. Male: Hair should be neatly combed out of the face and secured with hairspray. 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 the face and sprayed so as to not fall into the face.
Little Red Riding Hood Corps	Low ballet bun

COSTUMES

Costumes and rehearsal tutus must be handled with the utmost care. NHB requires students performing in corps, as soloists, demi-soloists, and principals, to take responsibility for their costumes and headpieces. Costumes must be hung in their designated places after each use. Returning costumes to NHB with stains or other damage, or failing to hang them up, may result in a fee charge and loss of performing privileges. Students must keep their hands clean while wearing costumes and refrain from eating, drinking, applying makeup, or sitting on the floor in costumes or rehearsal tutus to prevent damage or stains.

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NEW HAVEN BALLET COSTUME REQUIREMENTS

Shared Ability	Dark pants or leggings, colorful bright tops.
Contemporary	Female: Black footless tights, black camisole leotard, black Contemporary dance socks Male: Black opaque footless tights, dance belt, black fitted tee (tucked in), black socks
Broadway	Female: Black tights, black camisole leotard, black jazz or character shoes.
Carabosse	Black tights, black character shoes
King Florestan	Fitted white t-shirt, white tights, black dress shoes
Baby Bluebirds, Baby Canaries Male Cat: Leonardo	Female: classroom camisole leotard (NO attached skirt, NO sleeves), pink or flesh tone tights, matching pink or flesh tone ballet shoes. Male: White footed tights, white fitted tee, white ballet shoes
Red Riding Hood Corps Pink Roses Woodland Sprites	Female: Class leotard with No attached skirt or sleeves, pink or flesh tone tights, matching pink or flesh tone ballet shoes Male: Black footed opaque tights, black ballet shoes, white tee
Garlands	Female: Nude camisole leotard, pink or flesh tone tights, black ballet shoes with long black elastics.
Young Princess Aurora and friends	Nude camisole leotard, pink tights, pink ballet shoes
Young Courtiers	Female: Nude colored camisole, pink or flesh tone tights and pink or flesh tone ballet shoes

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	Male: White button down shirt, black tights, black ballet shoes
Kittens	Female: Nude colored camisole, pink or flesh tone tights and pink or flesh tone ballet shoes
NHB Company	Female: Classical pink or flesh tone tights, nude color camisole leotard, matching pink or flesh tone pointe shoes. Male: Black tights, dance belt, white tee, black ballet shoes

HEAD LICE POLICY

Head lice are highly contagious and can be transmitted through shared clothing, headgear, combs, brushes, and more. NHB enforces a strict “no head lice” and “no nit” policy. Students with active 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 within 14 days to ensure they remain lice-free.

ILLNESS

Please stay home if you are sick. Students must be 24-hours fever free to return to the theater. Individuals with moderate to severe illness must obtain clearance from their medical provider before returning to ballet.

IMPORTANT PHONE NUMBERS AND CONTACTS

**Ruth Barker: administrator@newhavenballet.org
Tel. 203-605-2843
Shubert Box Office: 203-562-5666**

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