


NUTCRACKER PARTICIPANTS: Our goal in providing you with this packet is to ensure you are well informed, you have something to refer too during show week, and to help you, your dancer, CAD staff, and backstage volunteers to have a smooth, stress free show. PLEASE READ the information in it's entirety. We are happy to answer any questions you may have in addition to the information within this packet, however it is imperative that all Nutcracker participants read the information provided to ensure all dancers are given the same opportunity to have an enjoyable experience.

Hair...

... a TRUE ballet bun at the crown of the head is required for all female Nutcracker performers. All hair should be slicked back, no bangs, tightly secured, and without "fly away" hairs around the face. Use heavy gel, hairspray, bobby pins, hair pins, hair nets, etc. **PLEASE DO NOT USE "hair donuts", "hot buns", or "sock buns" as many of our head pieces will not fit over these!**




CAD
Cotton Academy of Dance
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HOW TO MAKE A PERFECT BUN


Hair: Girls in all ballet classes must wear their hair in a neat and tidy classical bun or pinned up so hair does not obscure the neckline or get in the students' eyes. The ballet bun keeps hair from flying in a dancer's face; it also creates a clean, elegant line for the dancer.

Materials List


- Comb & brush (Fine tooth comb preferable)
- Elastic band
- Hairspray or hair gel
- Hair net (Fine net with elastic edges. Should be same color as hair.)
- Bobby pins
- Hair pins



1. Gather the hair and pull it back. Apply water or hair gel if you need more control over the hair.




2. Form a pony tail by brushing the hair up from the jaw line to the top part of the back of the head. This will form a high bun. Use an elastic hair band to secure the pony tail.



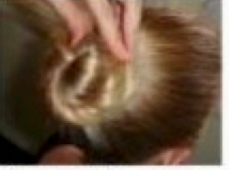
3. A tidy pony tail with hair drawn snugly back is the key to making a good ballet bun. Apply more water or gel to keep the hair neat if desired.



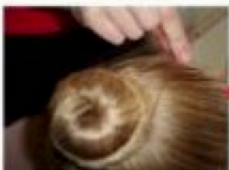
4. Twist the pony tail until it begins to coil.



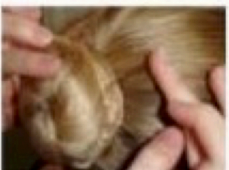
5. Coil the pony tail into a tight circle.



6. As you coil hair, use hair pins all around the coil to secure it to the rest of the hair.



7. Wrap a fine hair net around the bun. Keep twisting and wrapping so that the hair net tightly secures the bun. Add a few more pins.



8. With long thick hair, you may end up with a bun that will protrude too much. A flatter bun is preferable. To flatten, remove pins (the hair net will hold the bun), then flatten the bun and re-pin all around the bun. For extra hold, use hairspray.

For SHORTER HAIR that will fit into a short ponytail.

Follow same procedure as for Long Hair. Braid ponytail as far as possible, then secure end with another covered elastic. Fold end of braid under and press it flat against head. Secure in place with hairpins.

For VERY SHORT HAIR

Put a circular, fabric hair-band around head to keep hair off face. Insert one bobby-pin behind each ear to hold hair-band in place.

Here is a step by step and a GREAT youtube tutorial link on creating a ballet bun:

https://www.youtube.com/watch?v=8Loypr_bsFo&feature=youtu.be

"Veteran Nutcracker Dancers" you are encouraged to watch the above tutorial to ensure your bun is performance ready!

Makeup...

REQUIRED for ALL dancers!

Face...

Moisturizer is a MUST!

A face primer is recommended as it helps makeup last longer! Concealer and foundation that match your skin tone. Translucent powder to set foundation.

Eyes...

Matte white eyeshadow under brow

Matte dark brown shadow in crease

Matte Peachy/Neutral Pale pink shadow for lid

ALL dancers EXCEPT Beginner Ballet must wear false eyelashes!

Blackest Black eyeliner

Blackest Black mascara

Finishing touches...

Peachy pink blush - needs to be visible! BRIGHT RED lip liner and lipstick

NO GLITTER. NO SHIMMER PRODUCTS.

Here's a GREAT video tutorial on how to do general stage makeup!

<https://www.youtube.com/watch?v=I3wnSeSeHws>

MISCELLANEOUS THINGS TO KNOW

- Dancers that did not attend show rehearsals will not be permitted to perform regardless of if they arrive for the show. (Specific notes on this further down in this packet.)
- Dancers MUST perform in BOTH the Saturday AND Sunday shows as staging and choreography is set to incorporate ALL dancers in each piece. When one dancer is missing it affects all of the dancers. If a dancer performs Saturday and does not show up Sunday no digital photo or video will be provided to that dancer and will be automatically withdrawn.
- NO.... UNNATURAL HAIR COLORS, NAIL POLISH, OR FALSE NAILS.
- NO JEWELRY
- Ensure all shoes and tights are clean, without stains, and without holes or runs.
- Canvas ballet shoes can be cleaned by hand using dawn dish soap and warm water. Air dry!

- **NO** panties, sports bras, or any undergarment (**INCLUDING** those with clear and/or nude straps) that can be seen outside of costuming or create “lines” in costuming may be worn. Dance tights are specifically made with a thick cotton gusset and materials (thicker than normal tights) to allow this. If your dancer has an issue with this, **PLEASE** contact Mrs. Heather via email at carrolltonad@gmail.com to discuss alternative options.
- **PLEASE LABEL EVERYTHING!** This includes all shoes, tights, items to keep dancer busy, etc.

COSTUMING:

- **Required tights for the show are the SAME tights listed under the dress code for all Ballet classes.**
- **Please also be sure your dancer's ballet shoes are clean, without holes, and are the SAME shoes listed under the dress code!**
- **If your dancer does not have the items listed on our dress code at this time you will need to purchase these items. All items on our dress code can be purchased through DanceMax Dancewear located at 3016 Canton Rd, Marietta, GA.**

TIGHTS: WE WILL BE PLACING A GROUP ORDER. IF YOU WISH TO ORDER YOUR TIGHTS WITH THE CAD GROUP YOU MAY DO SO. ALL ORDERS ARE DUE BY THE END OF DAY MONDAY, NOVEMBER 27. ALL ORDERS MUST BE PAID IN FULL. PLACE YOUR ORDER USING OUR ONLINE SHOP HERE: <https://www.carrolltonacademyofdance.com/category/all-products> WE CANNOT ACCEPT ORDERS FOR SHOES.

- **All costumes will be transported to and from the theatre by CAD staff and crew.**
- **Costumes have been grouped together for dancers with multiple costumes, and all have been hung on hangers and labeled with names.**
- **No costume is to leave the theatre with any dancer.**
- **AFTER BEING SIGNED OUT:** Dancers may walk out in the lobby (**NOT OUTSIDE**) after the show to visit with friends and family in costume at which time you are free to make pictures of your dancer in costume. **HOWEVER**, it will be the responsibility of the person that signed the dancer out to return to the dressing room to change the dancer out of costume and ensure all pieces are returned to the correct hanger and assigned area for that dancer.
- **OLDER DANCERS AND VOLUNTEER WORKERS: ALL costumes, costume pieces, AND hangers must be returned to the garment racks in the manner they were grouped at the start of the show.**

ABSOLUTELY NO EATING OR DRINKING (OTHER THAN BOTTLED WATER) IN COSTUME!

ANY COSTUME DAMAGED OR LOST DUE TO DISREGARD FOR THE ABOVE POLICY WILL RESULT IN A MINIMUM CHARGE OF \$250 TO THE ACCOUNT HOLDER ASSOCIATED.

DRESSING ROOMS AND BACKSTAGE:

Includes Backstage Volunteer Info

- Only designated volunteers will be permitted backstage during showtime. All workers will have backstage passes that they will be required to wear at all times while backstage.
- Backstage volunteer sign up: <https://www.signupgenius.com/go/5080E4FABA629A0F49-backstage>
- Backstage Volunteers will be assigned to specific areas/jobs by CAD staff. It is IMPERATIVE that each volunteer remain in the area they are assigned to ensure a smooth show.
- ALL Backstage Volunteers must attend the full dress rehearsal to ensure they are fully informed and ready for showtime. Details on this will be included on the schedule for show week.
- Any person without a pass and/or not on our backstage list must exit the backstage area 45 minutes prior to showtime.
- NO FOOD OR DRINK (other than BOTTLED water) will be permitted in the dressing rooms. ABSOLUTELY NO water bottles that are made with glass! ABSOLUTELY NO soda, tea, flavored water/drinks, or cups with lid/straw. **Food or drink found in dressing areas will result in a charge of \$100 to dancer's account** due to the contract agreement made by CAD to UWG.
- Dancers that will have down time backstage - those with one or two roles, those that are in one act only, etc. - you are welcome to bring items to keep you occupied! Books, tablets, iPads, gaming devices, portable DVD players, etc. PLEASE do not bring any crayons, markers, or anything that will leave a residue or could possible damage a costume. There will also be a live feed of the show for these dancers to watch.
- All dancers must have a bag for all of their belongings. Dancer's name MUST be on everything!
- All dancers and backstage volunteers must remain backstage for the entirety of shows.

ARRIVAL DETAILS ON SHOW DAY

Upon arrival all Beginner, Level I, Level II, and Level III ballet dancers must be signed in at the sign in table located at the base of the ramp that leads into the blackbox theatre.

All lead backstage volunteers/staff, front table volunteer/staff, and sign in table volunteers/staff must arrive at 4:00pm.

All Level IV, Level V, and Level VI Ballet dancers must arrive at 4:30pm with hair and makeup complete. Come prepared to warm up, dressed in ballet attire.

All Backstage Volunteers must arrive at 5:00pm.

All Level II and Level III Ballet dancers must arrive at 5:10pm with hair and makeup complete and tights on.

All Beginner Ballet and Level I Ballet dancers must arrive at 5:20pm with hair and makeup complete and tights on.

The house will open for seating at 5:30pm.

Any dancer without the proper hair, makeup, shoes, and tights will not be permitted to perform. All dancers must be dressed and ready to perform 15 minutes before show time.

Any dancer that has not arrived by 5:30pm WILL NOT be permitted to perform as we will need time to make any changes required.

PLEASE ADVISE ALL OF YOUR GUESTS...

- THE HOUSE WILL OPEN FOR SEATING AT 5:30PM
- NO FOOD OR DRINK PERMITTED IN THE AUDITORIUM
- SILENCE ALL CELL PHONES
- REMAIN IN SEATED THROUGHOUT THE SHOW.
- THERE WILL BE A 20 MINUTE INTERMISSION FOR YOUR CONVENIENCE
- *NO VIDEO OR FLASH PHOTOGRAPHY - THIS INCLUDES FROM PHONES!*
- ***NEW** - Photography WITHOUT a flash, without brightly lit screens, and without clicking noises will be permitted. HOWEVER, PLEASE be respectful and mindful of the patrons around you. Any person using flash photography or causing disruption with photography will be asked to leave.*
- USHERS WILL BE AVAILABLE THROUGHOUT THE SHOW SHOULD YOU NEED ASSISTANCE WITH LOCATING REST ROOMS AND SEATING.

SHOW DAY IN THE LOBBY...

The merchandise table will be open in the lobby before the show, after the show, and during intermission. Small gifts such as ornaments, plush dolls, tiaras, etc. will be available for purchase. These items are first come, first served.

ALL PURCHASES ARE CASH, CHECK, VENMO, OR PAYPAL ONLY. NO CARD READER WILL BE AVAILABLE! NO "IOU" OR "CHARGE ACCT" WILL BE ACCEPTED FOR ANY PURCHASES.

STAGE AND DRESS REHEARSALS

- The modified schedule for classes December 4-10 **INCLUDES** stage rehearsals for Nutcracker. Our best effort will be given to schedule dancers on their normal class days however, with the amount of students, routines, etc. it is not always possible. **IF** a dancer absolutely cannot attend the stage rehearsal scheduled for a single class/part or for multiple classes/parts please inform Mrs. Heather via email at CarrolltonAD@gmail.com. We understand that with these changes we may run into absences and will work around those absences **AS LONG AS** we are informed beforehand. If an email informing us of absence has not been received before a dancer's scheduled stage rehearsal adjustments to choreography and/or staging will be made.
- We will be running the entire show on Saturday, December 10 in addition to the stage rehearsals mentioned above. **THIS REHEARSAL ON SATURDAY, DECEMBER 10 IS MANDATORY** for all dancers that are scheduled. Backstage volunteers must also attend. Any routine or part of the show that has a dancer absent will be re-worked with an understudy or re-blocked/re-choreographed with only the dancers in attendance. Required hair, tights, and shoes must be worn. **Dancers must be dressed in ballet color leotard and tights upon arrival. Not all dancers will be wearing costumes.**
- Parents will not be permitted to watch any of the above mentioned rehearsals. This includes all class/rehearsals on Monday, Tuesday, Wednesday, Thursday, Friday, **AND** Saturday. We cannot have any parents, siblings, family members, friends, etc. in the auditorium or the blackbox theatre watching at any time during any rehearsal or it is considered a "show" per our rental contract.

NUTCRACKER PICTURE DAY

- Picture day is scheduled for Friday, December 8 **AT** the Townsend Center. The detailed schedule will be included on the show week schedule.
- Pictures day is not mandatory for non-PDC ensemble dancers. Hair and makeup must follow the above requirements for show day.
- Show tights and shoes are required. Again, these are the **SAME** shoes and tights listed on the CAD dress code available on the website since registration began.
- Costumes will be organized and ready for dancers much like they will be on show day.

- Parents will be assisting their own dancers in the dressing room for pictures. Please check in upon arrival to the dressing room to receive costume. Please do not move, take, or touch any items backstage unless asked to do so by CAD staff.
- Costumes must be returned to all hangers with all pieces and left in the dressing rooms as they were upon arrival.
- Due to the tight schedule, we will not be able to wait on dancers if they are late for their picture. If a dancer is late or cannot make the scheduled time for their group picture we will be happy to fit them in for an individual. In this case please understand that your individual photo will be on “standby” and you may have to wait an extended amount of time.
- Information on ordering photos will be available to you during your dancers scheduled picture time.
- Parents will not be permitted in the photography area. In most cases, extra people in the room causes distractions and does not allow for the best possible picture for you and your dancer.

CAST PARTY

Sunday, December 10

Approx. 3:00pm

(Between Winter Extravaganza and Nutcracker)

All dancers and their families are invited to join us in the blackbox theatre for food and fellowship. This will be a “potluck” style meal. We ask that each dancer bring a dish to share. If family will be joining the dancer for the cast party, we ask that the dish you bring be large enough to feed the number of people in your party. This ensures we have enough food to cover everyone. The cast party acts as the only meal for many of the CAD staff, volunteer workers, and dancers. Bring your favorite party food, holiday dish, etc. Foods/dishes may be brought to the Blackbox prior to the Winter Extravaganza for those performing in both Sunday shows.

CONTACT

CAD staff will be in and out of the studio during show week. If you call with questions PLEASE leave a message. If we do not have a message, we will not know to call you back. On Friday, Saturday, and Sunday no one will be in the studio if you have questions from Thursday night through Sunday you must email, message us on the studio Facebook page @westgeorgiaspremierstudio, or message us on Instagram @parkerdanceco

We are eager and excited to see everyone on the stage! As always, thank you for being a part of the CAD family!