



## SHOW WEEK SCHEDULE - DECEMBER 8 - 14

**ALL REHEARSALS WILL BE HELD AT THE UWG TOWNSEND CENTER. NO CLASSES OR REHEARSALS WILL BE HELD IN STUDIO DECEMBER 8-14.**

- The show week schedule for December 8-12 includes all stage rehearsals for Nutcracker and Winter Extravaganza, Nutcracker photography days, Nutcracker dress rehearsal, and a breakdown of both show days.
- 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](mailto:CarrolltonAD@gmail.com). We understand that some absences cannot be avoided and will work around a dancer's absence 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 we will make adjustments to choreography and/or staging so other dancers can be appropriately prepared.
- Dancers must wear normal class dress code attire for all stage rehearsals. Costumes, hair, and makeup ARE NOT REQUIRED for stage rehearsals HOWEVER, all shoes being worn during shows MUST be worn for rehearsals. Dancer's cannot accurately determine the "feel" of the stage for their performance(s) without wearing the shoes they will be performing in.
- Parents will not be permitted to watch any 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.

### PARENT MEETINGS...

To ensure that all parents feel completely prepared and ready for show weekend, we provide opportunities throughout show week where you can meet, talk, and ask questions with our desk staff, "Mama" Lisa. During parent meetings she will take you to tour the theatre, see backstage, show you where to go for sign in, etc. It is not required that you attend, but if you have additional questions after reading through show handbooks we do ask that you attend one of these meetings.

Monday, December 8 @ 5:00pm  
 Tuesday, December 9 @ 5:00pm  
 Thursday, December 11 @ 5:30pm

### BACKSTAGE VOLUNTEER MEETINGS...

All Moms that sign up to volunteer to work backstage must attend a meeting. Pertinent information will be provided such as to duties, etc. Dads that volunteer will discuss prop duties on Friday/ Saturday on site at Townsend and do not need to attend either of the meetings below.

Tuesday, December 9 @ 7:00pm  
 Thursday, December 11 @ 5:00pm

**WE RECOMMEND THAT EVERYONE READ THE SCHEDULE IN FULL!  
HERE ARE SOME HELPFUL NOTES AS YOU READ:**

All Beginner, Level I, Level II, Level III, Level IV, and Level V classes are scheduled to rehearse in the black box theatre first, and will then be escorted to rehearse on stage. Each of these classes has two separate but back to back rehearsal times listed on the charts below.

All Pre-Level through Level III classes are scheduled to rehearse on the same day of the week they meet in the studio. Scheduled rehearsal times WILL DIFFER from normal class times. Level IV and Level V classes may or may not be scheduled on their normal day.

Students that were cast through auditions for additional Nutcracker roles are scheduled throughout the week.

Baby Ballet and Tiny Tap are scheduled on their normal day of the week HOWEVER, due to cast assignments, individual students may be scheduled to rehearse on a different day. Please follow the schedule for the applicable cast assignment.

**APPLIES TO NUTCRACKER PARTICIPANTS ONLY...**

- **We will be running the entire Nutcracker show on Saturday, December 13 (referred to as Nutcracker Dress Rehearsal) in addition to the stage rehearsals mentioned above. THE NUTCRACKER DRESS REHEARSAL ON SATURDAY, DECEMBER 13 IS MANDATORY for all dancers that are scheduled. Backstage volunteers must also attend.**
- **Not all Nutcracker dancers are scheduled to attend the dress rehearsal. Beginner Ballet students will have their own “dress rehearsal” on Friday immediately following their pictures. Additional information can be found with the detailed schedule breakdown.**
- **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.**

**PLEASE read the packets of information (show handbooks)  
for Nutcracker and Winter Extravaganza!**

**Links to view/print show handbooks for both shows are available by visiting [carrolltonacademyofdance.com](http://carrolltonacademyofdance.com). Winter show webpages can be found as drop downs when hovering over the Home tab at the top of the webpage.**

**Handbooks contain vital information and cover many of the topics you may have questions about.**

**Reading the information in full will help you, your dancer, and the CAD staff to ensure a fabulous weekend of shows for everyone involved!**

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PAGE 3



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## Classes scheduled to rehearse

### Monday, December 8:

Creative Movement 4:20-4:40  
 Hippity Hop 4:40-5:00  
 Level III Ballet 4:40-5:20  
 Beginner & Level I Tap 5:00-5:40  
 Levels IV & V Musical Theatre 5:20-6:00  
 Level II Ballet 5:40-6:20  
 Level III Lyrical/Contemporary 6:00-6:40  
 Level II Lyrical 6:20-7:00  
 Level IV Jazz 6:40-7:20  
 Level V Ballet 7:00-7:40  
 Level IV Ballet 7:20-8:00

Nutcracker characters listed in **green** on schedule chart.

## MONDAY, DECEMBER 8

**CAD STAFF: 3:00-9:00PM**

BLACK BOX	STAGE
	4:20-4:40 Creative Movement - HP/OY/KA
4:40-5:00 Level III Ballet (Peppermints & Lead Candy Cane)	4:40-5:00 Hippity Hop - OY/JK
5:00-5:20 Beginner & Level I Tap HP/KA	5:00-5:20 Level III Ballet (Peppermints & Lead Candy Cane)
5:20-5:40 Levels IV & V Musical Theatre - BF	5:20-5:40 Beginner & Level I Tap HP/KA
5:40-6:00 Level II Ballet - CB (Macaroons & Marzipan)	5:40-6:00 Levels IV & V Musical Theatre - BF
6:00-6:20 Level III Lyrical/Contemporary - CD	6:00-6:20 Level II Ballet - CB (Macaroons & Marzipan)
6:20-6:40 Level II Lyrical - OY	6:20-6:40 Level III Lyrical/Contemporary - CD
6:40-7:00 Level IV Jazz - CD	6:40-7:00 Level II Lyrical - OY
7:00-7:20 Level V Ballet - CB (Court of Flowers & Dew Drop)	7:00-7:20 Level IV Jazz - CD
7:20-7:40 Level IV Ballet - HP (Court of Spanish Chocolate)	7:20-7:40 Level V Ballet - CB (Court of Flowers & Dew Drop)
	7:40-8:00 Level IV Ballet - CB (Court of Spanish & Spanish Hot Chocolate)
	8:00-8:50 Snowflakes, Snow Queen, Clara - HP



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### Classes scheduled to rehearse

#### Tuesday, December 9:

Baby Ballet CAST A 4:20-4:40  
 Tiny Tap CAST A 4:40-5:00  
 Beginner & Level I Musical Theatre 4:40-5:20  
 Levels IV & V Contemporary 5:00-5:40  
 Beginner & Level I Lyrical 5:20-6:00  
 Levels II & III Jazz 5:40-6:20  
 Levels IV & V Hip Hop 6:00-6:40  
 Levels II & III Tap 6:20-7:00  
 Level V Jazz 6:40-7:20  
 Level IV Tap 7:00-7:40  
 Level V Tap 7:20-7:40

Nutcracker characters listed in **green** on schedule chart.

### TUESDAY, DECEMBER 9

**CAD STAFF: 3:00-9:00PM**

BLACK BOX	STAGE
	4:20-4:40 Baby Ballet CAST A - BF/JK/KA/ES
4:40-5:00 Beginner & Level I Musical Theatre - CD	4:40-5:00 Tiny Tap CAST A - BF/JK/KA/ES
5:00-5:20 Levels IV & V Contemporary - OY	5:00-5:20 Beginner & Level I Musical Theatre - CD
5:20-5:40 Beginner & Level I Lyrical - BF	5:20-5:40 Levels IV & V Contemporary - OY
5:40-6:00 Levels II & III Jazz - CD	5:40-6:00 Beginner & Level I Lyrical - BF
6:00-6:20 Level IV & V Hip Hop - OY	6:00-6:20 Levels II & III Jazz - CD
6:20-6:40 Levels II & III Tap - HP	6:20-6:40 Level IV & V Hip Hop - OY
6:40-7:00 Level V Jazz - CD	6:40-7:00 Levels II & III Tap - HP
7:00-7:20 Level IV Tap - HP	7:00-7:20 Level V Jazz - CD
7:20-7:40 Level V Tap -	7:20-7:40 Level IV Tap - HP
7:40-8:40 <b>Arabian Coffee</b> - BF	7:40-8:00 Level V Tap - HP
	8:00-8:40 <b>Pas de Quatre</b> - HP ( <b>Sugar Plum, Clara, Sugared Figs</b> )
	8:40-8:50 <b>Arabian Coffee</b> - BF



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### Classes scheduled to rehearse

**Wednesday, December 10:**

No classes scheduled.

Nutcracker characters listed in **green** on schedule chart.

## WEDNESDAY, DECEMBER 10

**CAD STAFF: 3:00-9:00PM**

BLACK BOX	STAGE
	4:30-5:45 Magic Scene: Drosselmeyer, Nephew, Nutcracker, Clara <b>AND</b> Fight Scene: Mice, Soldiers, Knights of Rat King, Rat King, Nutcracker, Clara BP/HP/OP
	5:45-6:15 Chinese Tea & Sugar Cubes BP
6:45-7:30 Party Parents BP/JK	6:15-7:30 Presentation of Court, Farewell of Court, CODA HP/BP/OP
	7:30-8:45 Party Scene: Clara, Fritz, Party Girls, Party Boys, Nannies, Maids, Drosselmeyer, Nephew, Party Parents, Doll, Toys

### NUTCRACKER PHOTOGRAPHY DAYS: Thursday, Dec 11 & Friday, Dec 12

- All dancers must arrive 10-15 minutes prior to their scheduled picture time with hair and makeup complete with required show tights and shoes on at time of arrival. Be sure to bring required ballet shoes/pointe shoes with you. Dancers should wear warm up clothing over tights, but be sure any pants worn will not leave any fuzz on tights ;)
- Hair and makeup should follow show specific instructions found in your Nutcracker Handbook. EXCEPTION: False lashes are not required for Beginner Ballet, Level I Ballet, and Level II Ballet for pictures (they are still required for the shows). False lashes are required for Level III, Level IV, and Level V Ballet for pictures and shows.
- Costumes will be ready for pick up upon arrival in the dressing room. A parent or guardian must be available to check out costume and assist their dancer for Beginner, Level I, Level II, and Level III students. Level IV & Level V students will dress themselves as dressing space will be limited.
- Nutcracker photography is not mandatory for non-PDC ensemble dancers.
- Please do not move, take, or touch any items backstage including but not limited to costumes and/or props 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.
- Photography done by KR Photography. Information on ordering photos will be available to you during your dancers scheduled picture time. A sitting fee of \$25-\$35 required for individual photos
- Parents will not be permitted in the photography area. In most cases, extra people cause additional distractions and does not allow for the best possible picture for you and your dancer.

**Classes scheduled to rehearse****Thursday, December 11:**

Tiny Tap CAST B 4:20-4:40

Baby Ballet CAST B 4:40-5:00

Level I Hip Hop 4:40-5:20

Beginner Ballet 5:00-5:40

Level I Ballet 5:20-6:00

Beginner Hip Hop 5:40-6:20

Levels II &amp; III Hip Hop 6:00-6:40

Beginner &amp; Level I Jazz 6:20-7:00

Levels II &amp; III Musical Theatre 6:40-7:20

**Nutcracker photography will begin  
Thursday, December 11 and continue on  
Friday, December 12.**

**All photos are scheduled in the Black  
Box Theatre. Dancers report to dressing  
room upon arrival.**

Nutcracker characters listed in **green** on  
schedule chart.

**THURSDAY, DECEMBER 11****CAD STAFF: 3:00-9:00PM**

<b>BLACK BOX</b>	<b>STAGE</b>
<b>Nutcracker Pictures</b> - DETAILED SCHEDULE PROVIDED BELOW	4:20-4:40 Tiny Tap CAST B - BF/JK/KA/ES
4:40-5:00 Level I Hip Hop - OP/JK	4:40-5:00 Baby Ballet CAST B - BF/JK//ES
5:00-5:20 Beginner Ballet - DW/KA/BF <b>(Ginger Snaps &amp; Gingerbread Children)</b>	5:00-5:20 Level I Hip Hop - OP/JK
5:20-5:40 Level I Ballet - HP/KA <b>(Christmas Angels &amp; Sugar Plum Fairy)</b>	5:20-5:40 Beginner Ballet - DW/KA/BF <b>(Ginger Snaps &amp; Gingerbread Children)</b>
5:40-6:00 Beginner Hop Hop - OY/JK	5:40-6:00 Level I Ballet - HP/KA <b>(Christmas Angels &amp; Sugar Plum Fairy)</b>
6:00-6:20 Levels II & III Hip Hop - JK	6:00-6:20 Beginner Hop Hop - OY
6:20-6:40 Beginner & Level I Jazz - DW/KA/ES	6:20-6:40 Levels II & III Hip Hop - OY/JK
6:40-7:00 Levels II & III Musical Theatre - DW/KA/ES	6:40-7:00 Beginner & Level I Jazz - DW/KA/ES
	7:00-7:20 Levels II & III Musical Theatre - DW/KA/ES

**FRIDAY, DECEMBER 12****CAD STAFF: 9:00AM-11:00PM**

<b>BLACK BOX</b>	<b>STAGE</b>
<b>4:45-8:30 Nutcracker Pictures</b> - DETAILED SCHEDULE PROVIDED BELOW	6:00-6:45 Beginner Ballet "Dress Rehearsal" - DW/KA/BF <b>(Ginger Snaps &amp; Gingerbread Children)</b>
	<b>11:00AM-11:00PM CAD Staff &amp; Crew - Show Load In and Set Up</b>

**THURSDAY, DECEMBER 11 - NUTCRACKER PHOTOGRAPHY SCHEDULE**

<b>3:00PM-9:00PM</b>	<b>CAD Staff</b>
<b>PICTURE TIME</b>	<b>SPECIFIC CLASS / ROLE (All photos held in Black Box)</b>
6:00-6:10	Sugar Plum, Clara (gown)
6:10-6:20	Sugar Plum, Sugared Figs, Clara (gown)
6:20-6:30	Snow Queen, Clara (gown)
6:30-7:00	Snowflakes, Snow Queen
7:00-7:10	Clara (dress), Nephew, Doll
7:10-7:20	Toys, Clara (dress)
7:20-7:40	Court of Spanish Chocolate <b>(Level IV Ballet)</b> with & without Spanish Hot Chocolate
7:40-8:00	Dew Drop Fairy & Court of Flowers <b>(Level V Ballet)</b>

**FRIDAY, DECEMBER 12 - NUTCRACKER PHOTOGRAPHY SCHEDULE**

<b>9:00AM-11:00PM</b>	<b>CAD Staff and load in crew - Loading @ CAD 9:00am - In theatre 11:00am - Stage Set Up</b>
<b>PICTURE TIME</b>	<b>SPECIFIC CLASS / ROLE (All photos held in Black Box)</b>
5:00-5:15	Knights of Rat King, Soldiers, Clara (gown)
5:15-5:30	Rat King, Mice, Clara (gown)
5:30-5:50	Gingerbread Children <b>(Beginner Ballet)</b> , Ginger Snaps - [ Dress Rehearsal follows 6:00-6:45 ]
5:50-6:05	Chinese Tea, Sugar Cubes
6:05-6:20	Party Boys, Party Girls, Clara (dress), Fritz
6:20-6:30	Clara (dress), Fritz, Maids, Nannies
6:30-6:50	Angels <b>(Level I Ballet)</b>
6:50-7:10	Macaroons <b>(Level II Ballet)</b> & Marzipan
7:10-7:20	Russian Peppermints <b>(Level III Ballet)</b> & Lead Candy Cane

**If your dancer is not enrolled in Beginner through Level V Ballet at CAD and only participates in classes performing in the Winter Extravaganza:**

**You DO NOT attend scheduled photography.**

**You DO NOT attend a dress rehearsal.**

**You DO attend stage rehearsals on Monday, Tuesday, or Thursday.**



**Overview of the itinerary for both  
Saturday, December 13 and Sunday, December 14.**

**Additional details for Nutcracker dress rehearsal  
are provided below.**

**NOTE FOR CAD STAFF AND  
CREW - All set up including  
stage, front lobby, dressing  
rooms, and sign in/out must  
be ready upon arrival  
Saturday at 8:00am!**

**SATURDAY, DECEMBER 13 - SHOW DAY**

<b>8:00AM-9:00PM</b>	<b>STAFF AND CREW</b>
<b>TIME</b>	<b>DETAILS</b>
8:00am	CAD Staff and Crew arrival
8:00-8:30am	CAD Staff and Crew: set all quick changes, handheld props
8:30am	Backstage Volunteers arrive for Nutcracker dress rehearsal
8:30-8:40am	Dancers* (see below) arrive for Nutcracker dress rehearsal
8:50-10:50am	NUTCRACKER Dress Rehearsal - Full run of show, scenery, props rehearsal
11:00am	Dancers* released
11:00-11:45am	CAD Staff and Crew: Winter Extravaganza Show Prep - Re-set of all scenery, costumes, etc.
11:45am	Winter Extravaganza backstage workers, sign in/out, and merch table arrive/take places
12:00pm	Dancers [Level II - Level V] Sign In for Winter Extravaganza
12:15pm	Dancers [Beginner & Level I] Sign In for Winter Extravaganza
12:30pm	Dancers [CAST A Baby Ballet, Tiny Tap, Hippity Hop] Sign In for Winter Extravaganza
1:00pm	SHOWTIME - Winter Extravaganza
3:00pm	APPROX End of Show
3:00-4:00	CAD Staff and Crew: Re-set & prep for Nutcracker
4:00	Nutcracker lead backstage workers, sign in/out, and merch table arrive/take places
4:30	Levels IV, V, and VI Ballet arrival time
4:45	All parent backstage volunteers
5:10	Dancers [Levels II an III Ballet] Sign In for Nutcracker
5:20	Dancers [Beginner & Level I Ballet] Sign In for Nutcracker
5:30	House opens for seating
5:45	Show Call time - all dancers dressed and ready
6:00	Show Time - Nutcracker
8:00pm	APPROX End of Show
9:00pm	Out of theatre



**\*Dancers required to attend the Nutcracker dress rehearsal  
Saturday, December 13:**

- All Level V Ballet - 8:30am arrival time for dress rehearsal
- All Level IV Ballet - 8:30am arrival time for dress rehearsal
- All Level III Ballet - 8:30am arrival time for dress rehearsal
- All Level II Ballet - 8:30-8:40am arrival time for dress rehearsal
- All Level I Ballet - 8:30-8:40am arrival time for dress rehearsal
- Beginner Ballet - 8:30-8:40am arrival time for dress rehearsal - **EXCEPTION:**  
**The only beginner level dancers that attend the Saturday Nutcracker dress rehearsal are the ones that auditioned for an extra role and have been attending Saturday rehearsals. The class ensemble (Gingerbread Children) will have an individual dress rehearsal on Friday immediately following their scheduled photos.**

**ADDITIONAL DRESS REHEARSAL DETAILS:**

- Backstage volunteers are required to attend. This includes all dressing room and prop volunteers.
- Parents that are not volunteering to work back stage must stay in the lobby or drop off/return for pick up.
- Dancers are not permitted to be dropped off before 8:30am. **EXCEPTION:** Level IV and V dancers may arrive as early as 8:00am in order to warm up properly.
- All dancers must arrive with hair and makeup complete.
- All dancers must arrive dressed in leotard and tights **(ballet dress code attire)**  
**NOT ALL DANCERS WILL WEAR COSTUMES! PLEASE WEAR LEOTARD AND TIGHTS!**
- Dancer pick up/release 11:00am.
- Dancers under the age of 14 are not permitted to stay from rehearsal until the first show time without a parent present.

**SUNDAY, DECEMBER 14 - SHOW DAY**

<b>9:00AM-11:00PM</b>	<b>STAFF AND CREW</b>
<b>TIME</b>	<b>DETAILS</b>
9:00-9:30am	CAD Staff and Crew arrival
9:30-10:00am	CAD Staff and Crew: Debrief from Saturday shows- meet on stage
10:00-11:45am	Show Prep - Stage re-sets, dressing room re-sets, black box set up for Winter Extravaganza Show
11:45am	Winter Extravaganza backstage workers, sign in/out, and merch table arrive/take places
12:00pm	Dancers [Level II - Level V] Sign In for Winter Extravaganza
12:15pm	Dancers [Beginner & Level I] Sign In for Winter Extravaganza
12:30pm	Dancers [CAST B Baby Ballet, Tiny Tap] Sign In for Winter Extravaganza
12:40pm	Dancers [Creative Movement] Sign In for Winter Extravaganza
1:00pm	SHOWTIME - Winter Extravaganza
3:00pm	APPROX End of Show
3:00pm	Cast Party - APPROX time - Additional Details below
3:00-4:00pm	CAD Staff and Crew: Re-set & prep for Nutcracker
4:00pm	Nutcracker lead backstage workers, sign in/out, and merch table arrive/take places
4:30pm	Levels IV, V, and VI Ballet arrival time
4:45pm	All parent backstage volunteers
5:10pm	Dancers [Levels II and III Ballet] Sign In for Nutcracker
5:20pm	Dancers [Beginner & Level I Ballet] Sign In for Nutcracker
5:30pm	House opens for seating
5:45pm	Show Call time - all dancers dressed and ready
6:00pm	Show Time - Nutcracker
8:00pm	APPROX End of Show
8:00-11:00pm	CAD Staff and Crew - Clean Up, Load Up from theatre
11:00pm-1:00am	CAD Staff and Crew - Unload at CAD, Return Uhaul
1:00am	Approx End of day, CAD Staff and Crew Waffle House visit ;-)

## **CAST PARTY**

**Sunday, December 14 - 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 Heather at [carrolltonad@gmail.com](mailto:carrolltonad@gmail.com), message us on the studio Facebook page, 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!**