

THE  BROWN-FORMAN  
NUTCRACKER

Choreography by Val Caniparoli

2023 PARENT HANDBOOK



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# CAST + PARENT GUIDELINES

## REHEARSALS

Rehearsal scheduling is at the discretion of the Louisville Ballet's Artistic Staff. Attendance is mandatory. NO unexcused absences will be permitted. If your child is not ill and is absent, he/she will be replaced. If your child is ill, please advise the Nutcracker Children's Cast Manager (hdaigle@louisvilleballet.org) AS SOON AS POSSIBLE before rehearsal time

**PLEASE NOTE:** All rehearsals will take place at the Louisville Ballet Downtown Studios at 315 East Main Street, 40202. You must arrive fifteen (15) minutes prior to the rehearsal time with your child ready to dance at the scheduled time.

**Please check the Louisville Ballet website for rehearsal updates and other important information at the following password-protected link:**

**<https://www.louisvilleballet.org/parents/>**

**Password: 23Nutcracker**

We will also send email updates to the email address you provide.

Because we do not have the space necessary to accommodate family members of each child participating in the production, we ask that you drop your children off at the Louisville Ballet Downtown Studios. Children will be monitored by chaperones assigned from each role & and cast. Each child must be picked up at the scheduled end of rehearsal time.

# CAST + PARENT GUIDELINES

Please be punctual when picking up your child after rehearsal. Students picked up later than 10 minutes after the child's class and/or rehearsal has ended will be charged a \$25 late pickup fee. If the child's ride is late, the Artistic Staff will wait at the studio with the child, however, after two incidences, we will need to replace the child.

Please ensure that all personal belongings are clearly marked with the student's first initial and last name.

**We do not allow food or drink in the studios.**

## ABSENCE REQUESTS

A link to the absence request form will be posted on The Brown-Forman Nutcracker Children's Cast Webpage. It must be filled out and submitted online, two weeks prior to the anticipated absence. Cast members are allowed one excused absence. If your child is ill, please advise The Nutcracker Children's Cast Manager at [hdaigle@louisvilleballet.org](mailto:hdaigle@louisvilleballet.org) as soon as possible.

## BEHAVIOR REQUIREMENTS

Self-discipline is required. If a child is consistently reprimanded, he/she will not perform.

Each child must: pay attention, refrain from loud talking, keep hands to themselves, not climb on bars, not run in studio, assume they are a guest in the Louisville Ballet's studios, and respect the privileges of quiet and privacy of the professional company.

# CAST + PARENT GUIDELINES

## PERSONAL HYGIENE & APPEARANCE

During adolescence, learning and maintaining good personal hygiene is very important. Dancers perspire during rehearsals and performances and it is encouraged that they use deodorant and/or antiperspirant to minimize body odor. Please be mindful that Cast members share costumes with their Cast Partners and should endeavor to be as neat and clean as possible. Cast Members should wash their hands with soap and water after using the restroom to decrease the spread of germs. In addition, Cast members should not cut or dye their hair after their costume fittings. Cast members are also not allowed to pierce their ears after accepting their role in the production.

## SICK POLICY

Louisville Ballet follows the same sick guidelines as any school or daycare. If your child has a fever or is vomiting, you need to keep your child home until they are symptom-free for 24 hours. If your child arrives at a rehearsal or a performance with these symptoms, they will need to be picked up immediately. This is to ensure the health of all of our dancers.

If your child is ill during the studio rehearsal schedule, please advise the Nutcracker Children's Cast Manager at [hdaigle@louisvilleballet.org](mailto:hdaigle@louisvilleballet.org) as soon as possible if they have to miss a rehearsal.

Beginning with the first all-company rehearsal at the studio (December 4th) and then following all stage rehearsals and performances, it is your responsibility to contact your child's cast partner if your child is sick and unable to perform.



# CAST + PARENT GUIDELINES

After making contact with your cast partner, contact the Nutcracker Children's Cast Manager and then your child's Cast Leader, in that order. Please give your cast partner as much time as possible to prepare if they will need to replace your child. For your convenience, you will be provided with the contact information for the Nutcracker Children's Cast Coordinator, your Cast Leader, and the Nutcracker Children's Cast Manager. Cast partner contact information will be shared during the studio rehearsal period.

If your child has lice, please contact the Nutcracker Children's Cast Coordinator right away so that precautions can be made to prevent an infestation.

Thank you so much for your cooperation with all of these guidelines. Our first priority is to keep your children healthy!

## **DROP OFF / PICK UP**

To ensure success in any production, it is essential that all performers be cognizant and respectful of each and every call time, including pick-up times.

For the safety and health of cast members, street clothing and shoes must be worn over dance clothes when entering and exiting the studio and theater.

## **STUDIO**

Your child must be in the studio, dressed and ready to dance 10 minutes before the scheduled rehearsal time. If your child is late more than twice, they will be replaced.

# CAST + PARENT GUIDELINES

## THEATER

If your child is more than 5 minutes late for a dress rehearsal or performance call time, their cast partner will be called to perform. If the cast partner has to be called in, the cast partner will perform - even if the original dancer eventually arrives at the theater.

## FEES FOR LATE PICKUPS

Please be punctual when picking up your child after rehearsals and performances. Students picked up later than 10 minutes after the child's class and/or rehearsal has ended will be charged a \$25 late pick-up fee. This includes pick-ups at both the studio and the Kentucky Center.

Please always remember to allow extra commuting time for traveling downtown. Bad weather, special events, and construction can wreak havoc on your favorite route!

## COSTUME REQUIREMENTS

The purchase of shoes, tights, and makeup is the responsibility of the student Cast member and their guardian. Specification of the type of shoes, tights, and makeup will be provided at the mandatory parents meeting and posted on The Brown-Forman Nutcracker Children's Cast Webpage. All required clothing and shoes are available from Kinney Dancewear, 1864 S. Hurstbourne Pkwy., 866-805-2623, kinneydancewear.com. Items are also available online at Discount Dance Supply. Cast members may view suggested styles on our Dress Code Page by selecting Nutcracker Suggestions from the drop-down menu. Order using our Teacher Code TP27451 to receive additional discounts.



# CAST + PARENT GUIDELINES

## CARPOOL REQUESTS

Due to extenuating circumstances, we will not be accepting carpool requests for this year's production. Casting must be finalized before the start of rehearsals this year, therefore we are unable to take carpool requests into consideration. If you would like to contact other parents to arrange for carpooling please make arrangements to share contact information in-person as Louisville Ballet does not share personal information.

## CHAPERONES

Will be assigned and scheduled by Louisville Ballet, the Nutcracker Children's Cast Coordinator and the Cast Leaders.

## MEDIA

All inquiries regarding the news media, including but not limited to, photographs, interviews, press clippings, and general public relations, must be directed to Louisville Ballet's Chief Marketing + Development Officer, (rnichols@louisvilleballet.org). If a request is made to participate in a media event, interview, or personal appearance, you should remember that you do not speak in an official capacity for the Louisville Ballet. Any direct inquiry from the press or the media, received at home or at work, must be referred to the Louisville Ballet before you can respond to such an inquiry. All social media platforms (like Facebook, Instagram, Twitter, TikTok) should be considered an extension of traditional media. Please use discretion when posting updates.

## PARKING AND THEATER ACCESS

No parking is provided by The Kentucky Center or the Louisville Ballet for performers and staff. The Kentucky Center and Riverfront parking garages, both on 6th Street between

# CAST + PARENT GUIDELINES

Main and River Road, are recommended. Cast members and chaperones should enter the theatre through the backstage door off 6th Street. This door opens onto Level 1 of the building.

## BULLYING

Bullying is defined as a pattern of one or more of the following:

- Obscene or rude gestures
- Written, electronic, or verbal communications, including, but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors
- Physical acts of violence or damaging or unauthorized use of personal property
- Repeatedly and purposefully shunning or excluding from activities

Children found to be complicit in bullying another cast member - whether online or in person - will be barred from performing.

## NO CELL PHONE OR TABLET POLICY

No Cast Member cell phones or tablets are allowed in the rehearsal studio or in theater dressing rooms during performances. We make this request to ensure the safety and privacy of all Cast Members.

## PHOTOGRAPHY

Many of us all rely on social media to chronicle our experiences and share them with friends and family. However, due to privacy concerns for your children, Cast Members are not allowed to take photographs during rehearsals or backstage at any time. Parents may photograph their own child but must be sure that no other child is included.

# CAST + PARENT GUIDELINES

Please do not photograph anyone else in the backstage environment, including Louisville Ballet dancers and staff, without their express permission. This ensures that everyone has the privacy necessary in a dressing room environment. We rely on parents to abide by these guidelines and to set a clear, good example for their children.

## SOCIAL MEDIA

We encourage and invite you to share your experience as part of The Brown-Forman Nutcracker. However, we expect and appreciate everyone's understanding of and adherence to the following "rules of play."

- Post meaningful, respectful comments – no remarks that are offensive to other companies, dancers or artists. Also, please be appropriate and polite, particularly during disagreements
- Use common sense and common courtesy: for example, it's best to ask permission to post on conversations that are meant to be private or internal to Louisville Ballet (i.e. casting, programming).
- Avoid negative comments or inappropriate comments about others.

# THEATER RULES

## SIGNING IN

You must, sign in with the designated Children's Security Chaperone upon arrival at the stage door.

## DRESSING ROOMS

The dressing rooms and performers' lounge are on Level 1. Please leave all jewelry and valuables at home. Neither The Kentucky Center nor the Ballet is responsible for lost or stolen items. Dressing rooms do not open until the Nutcracker Children's Cast Coordinator or Cast Leader has arrived. Access to the Dressing Rooms and backstage area is limited to Children who are performing and Parents who are scheduled to Chaperone. No flat irons, curling irons or blow dryers are allowed in the dressing room at any time.

## ARRIVAL TIMES

All children must arrive during the arrival window for each role as listed on the THEATER DROP-OFF SCHEDULE you will receive during the mandatory parents meeting for your child's role. If your child is more than 5 minutes late for a dress rehearsal or performance call time, their cast partner will be called to perform. If the cast partner has to be called in, the cast partner will perform - even if the original dancer eventually arrives at the theater.

If your dancer is going to be late for a theater rehearsal or performance or is unable to perform due to illness or injury, you must make contact with his or her cast partner, then contact the Nutcracker Children's Cast Manager and your child's Cast Leader, in that order.

# THEATER RULES

Call The Kentucky Center Security Office (502-562-0128) to leave a message for your child's Cast Leader as well as call their direct number. It is necessary that you speak to a live person to ensure that the information is given to the appropriate people. Please give your cast partner as much time as possible to prepare if they will need to replace your **child. In the case of illness or injury, parents should make every effort to contact the designated leaders, etc. at least two hours before curtain.**

## “ON CALL” POLICY

When your child is not scheduled to perform, please remain at the phone number we have for you and/or keep your cell phone accessible until 1/2 hour before curtain time. It may be necessary to make substitutions in an emergency. In the event you are needed to replace your cast partner, we strongly recommend that you keep all items necessary for performance readily available so that you are able to arrive at the theater as quickly as possible.

## STAGE CALLS

Calls of half hour, 15, 10 and 5 minutes, on-stage, and places will be made by a stage manager. No dancer is allowed on stage until the on-stage call. Dancers must clear the stage immediately upon being requested to do so. Please do not stand in the wings during performance unless waiting for an entrance.

## COSTUMES

Absolutely no eating, or drinking (except water) is allowed while in costume. No personal jewelry is to be worn onstage.

# THEATER RULES

Dancers and chaperones are responsible for keeping up with costumes while in the theatre; any missing parts of the costume must be reported to a member of the wardrobe staff no less than 30 minutes before curtain time.

No part of any costume is to be left on stage at any time. All costumes must be correctly hung in the dressing rooms when not in use. Necessary repairs or alterations must be written into the Costume Log in the dressing room after every performance to notify the wardrobe staff of any problems.

## OTHER

All props and scenic items used by a dancer must be picked up and returned to a location designated by a member of the production staff or stage crew.

All rehearsals are closed. No family members, relatives or friends are allowed in the auditorium or backstage during rehearsals or prior to or after performances.

No one will be allowed into the auditorium in costume during rehearsals without prior approval of the Nutcracker Children's Cast Manager, Helen Daigle. Stage management will be in control of the running of the production. If you are confused or have an issue, please see them.

# THEATER HOUSE RULES

1. Due to the security arrangements at The Kentucky Center, parents will not be allowed backstage unless working as a chaperone. Chaperones will be designated before going into the theatre.
2. No child may watch from the wings except during the scene in which he/she is involved.
3. No child is allowed in the Front of House (audience and lobby areas) during rehearsals.
4. Please keep lunches and snacks as nutritious as possible (low in refined sugar.) No candy or gum is allowed in the theatre at any time.
5. No running or combative behavior is allowed. Children are restricted to the dressing rooms and lounge area unless permission is given otherwise. During performances, no child shall leave the dressing/lounge area; failure to follow these directions will result in being barred from performing.
6. Books and quiet card and board games are encouraged. Video games are discouraged and balls are prohibited.
7. Please provide quarters and the correct phone number where you may be contacted on each rehearsal day in the event that rehearsals finish earlier than scheduled. This is necessary as the schedule allows for maximum time for technical problems.



# THEATER HOUSE RULES

8. All children must wait in the children's dressing room to be picked up after rehearsals and performances. A card with your child's name on it must be presented to the children's chaperone to pick up your child from the dressing room.

9. Children involved in two performances on one day **MUST** leave the theatre after the matinee to eat and rest before returning for the evening.

10. Children who are in the Prologue and Act I only should be picked up approximately 1 hour after curtain. Act 2 children should be picked up approximately 2 hours after curtain, unless the family is attending the performance.

11. No child may leave the theatre wearing make-up (Baby wipes work well to remove make-up). All children must be wearing street clothes when entering and leaving the theatre.

12. Any child on medication must give written instructions concerning this to the Cast Leader.

13. All children must arrive "underdressed" at the theatre in tights and leotard (camisole), as private changing areas are limited.

For emergency questions and in the event of serious illness, please call the Cast Leader (names and numbers to be provided at Mandatory Parents Meeting) at least two (2) hours prior to performance time.

# WEATHER POLICY FOR SCHOOL MATINEES

In the event of likely school closings for days when Student Matinees are scheduled, we will confirm if the Student Matinee is also canceled. Communication details will be reviewed and provided during our mandatory parent meeting and will be posted on The Brown-Forman Nutcracker Children's Cast webpage.



# NUTCRACKER PERSONNEL FOR 2023

## NUTCRACKER CHILDREN'S CAST MANAGER

**Helen Daigle** (502) 583-3150 ext. 226

[hdaigle@louisvilleballet.org](mailto:hdaigle@louisvilleballet.org)

## NUTCRACKER CHILDREN'S CAST COORDINATOR

**Kelly Huber** (812) 987-7800

[kelly@gamanusa.com](mailto:kelly@gamanusa.com)

## CAST LEADERS

**Kate Tucker (Red Cast)** (206)-696-0224

[katetucker@mac.com](mailto:katetucker@mac.com)

**Magdalena Swett (Green Cast)** (317)-270-7434

[magdanowak@yahoo.com](mailto:magdanowak@yahoo.com)