

THE SCHOOL OF  
S I P A U L B A L L E T

**SPRING SHOWCASE PRODUCTION MANUAL  
2017**

**Welcome St. Paul Ballet dancers and families!**

The experience of rehearsing and performing enables you to develop confidence and stage presence, which are essential to your training. As George Balanchine said, "It is not ballet if you do not perform." Thank you for committing to this exciting production and sharing your passion for dance with our audiences. Parents, please review this production manual and share all relevant information with your dancer prior to the start of rehearsals. This will help us have a successful week of rehearsals and performances! If you have any questions, please do not hesitate to contact us.

**PRODUCTION WEEK SCHEDULE**

Please note that St. Paul Ballet strives to start and end all rehearsals and performances on time. However, due to the nature of live dance theater, occasionally a rehearsal or performance will run over. Thank you for your patience and understanding and for supporting your dancer during production week!

The performance run-time is approximately 90 minutes.

Wednesday, May 17 – Level 5/6 Tech Rehearsal			
Level	Call Time	End Time	Notes
Level 5-6	4:45pm	8:00pm	Only Levels 5 & 6 at theater
Thursday, May 18 - Tech Rehearsal			
Level 5-6	5:45pm	9:00pm	
Level 4	4:00pm	8:15pm	
Level 3	4:45pm	8:15pm	
Level 1-2	5:00pm	8:15pm	
Beg. Ballet & Boy's Club	5:30pm	8:15pm	
Friday, May 19 - Dress Rehearsal			
Level 5-6	4:15pm	9:15pm	
Level 4	4:15pm	8:15pm	
Level 3	4:15pm	8:15pm	
Level 1-2	4:45pm	8:15pm	
Beg. Ballet & Boy's Club	5:00pm	8:15pm	
Saturday, May 20 - Noon Young Dancer Performance			
Level 4	9:45am	n/a	Level 4 stays at theater for 3pm performance. Bring a bag lunch.

Saturday, May 20 - 3pm Performance			
Level 5-6	1:00pm	5:00pm	May stay at theater
Level 4	at theater	5:00pm	Leave theater until 6:15 call
Level 3	1:15pm	5:00pm	Leave theater until 6:15 call
Level 1-2	1:30pm	5:00pm	Leave theater until 6:15 call
Beg. Ballet & Boy's Club	1:45pm	5:00pm	Leave theater until 6:15 call
Saturday, May 20 - 7:30pm Performance			
Level 4-6	6:15pm	9:30pm	
Level 3	6:15pm	9:30pm	
Level 1-2	6:15pm	9:30pm	
Beg. Ballet & Boy's Club	6:30pm	9:30pm	
Sunday, May 21 - 3pm Performance			
Level 4-6	12:45pm	5:00pm	
Level 3	1:00pm	5:00pm	
Level 1-2	1:30pm	5:00pm	
Beg. Ballet & Boy's Club	1:45pm	5:00pm	

#### **THEATER LOCATION**

All rehearsals and performances take place at the Janet Wallace Fine Arts Center Mainstage at Macalester College, 130 S Macalester St, St. Paul. (Enter the parking lot from Macalester Street off Grand Avenue. The theater is on the south side of the Janet Wallace Fine Arts Center).

#### **CHAPERONES**

Volunteers who signed up to chaperone should arrive at the time listed at signup.com. You will receive an email with more information about your role the week of the production. Chaperones are welcome to bring quiet, non-messy activities or electronic devices with videos for dress rehearsal or performances. Activities help keep dancers busy in the dressing room, after they have performed on stage.

#### **PRODUCTION WEEK QUICK TIPS**

1. Dancers should wear their regular class attire and warmup clothes for Wednesday tech rehearsal (Level 5/6) and Thursday tech rehearsal (all levels). Performance leotards, tights, and makeup is not needed that day.
2. The theater is often cool. Dancers should have warmup clothes on hand each day to wear when they are not on stage or in costume.
3. Dancers (especially those in Beg. Ballet through Level 3) may bring homework, books, or quiet activities to stay busy when not getting ready or on stage. Please note that during tech rehearsal, all dancers sit in the house, and will not be able to have activities out that night. Dancers will be watching quietly from the audience when they are not on stage.
4. When possible, dancers should eat before arriving at the theater. Bring your own snacks and a filled water bottle each day.

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## THEATER PROTOCOL

### ARRIVAL & SIGN IN/SIGN OUT

All dancers report to the Macalester theater and enter through the lobby doors for rehearsals & performances.

#### Levels 4-6

Dancers in levels 4-6 must sign in and out at the check-in table by the backstage doors for each rehearsal and performance.

#### Beginning Ballet through Level 3 & Boy's Club: Parent Drop-off/Pick-up

Students MUST be signed in and out by a parent/guardian each day.

- Parents need to come into the lobby with their dancer.
- Sign-in will be at the check-in table by the backstage door (from the lobby) at the specified call time for each rehearsal and performance. **Please do not check-in prior to your call time.**
- At the end of each rehearsal and performance, send ONE parent/guardian to the check-out table to sign out your dancer. Parents are not permitted backstage and are asked to wait in the dancer pick-up line.

#### ILLNESS

In case of illness call the studio at 651-690-1588 AND email the volunteer coordinator at [eschmall@spballet.org](mailto:eschmall@spballet.org) **as soon as possible.**

#### DANCERS DURING PERFORMANCES

Regardless of the order of the show, all dancers will remain backstage until the end of the performance. The student showcase is run no differently than a professional production, and gives student dancers the chance to practice professional theater etiquette. Dancers will not be permitted into the house (the audience or the lobby) during performance time. After performances, dancers change into street clothes before going out into the auditorium or lobby areas. **Guests of dancers will not be permitted backstage. Dancers will be able to visit with guests in the lobby after they have been checked-out by a parent/guardian.**

#### BACKSTAGE

Absolute quiet is needed backstage. Once dancers leave the dressing room they should: Close all doors slowly; no running or playing around; act in a professional manner. **NO TALKING!** — talking can be heard by the audience. Only staff and dancers will be allowed in the wings and backstage areas during performances. **NO PARENTS ARE ALLOWED BACKSTAGE** unless you are a scheduled volunteer.

#### CLOSED REHEARSALS

All tech and dress rehearsals in the theater are closed. Parents and guests are not permitted to watch from the house. Parents who wish to stay on site may wait in the lobby until their student is released for the evening.

#### FOOD

**No eating when you are in costume or near costumes in the dressing rooms.** Do not leave food where it may end up on any costume. Performers in costume may not drink even water without assistance from volunteers. (Water can stain or ruin many costume fabrics). Your costume should be the last thing you put on before going on stage. Makeup, hair and headpieces, and shoes should all be put on first. This way you don't have to worry about spilling on a costume or sitting in a costume.

When possible, dancers should eat before arriving at the theater. Bring your own snacks (non-messy or greasy) and a filled water bottle each day. **No juices, especially red or purple.**

**There will be a dinner break between the 3pm and 7:30pm Saturday performances. All dancers in Beg. Ballet, Boys Club, and Levels 1-4 must leave the theater during this time.**

## CELL PHONES

Cell phones must be set to silent or turned off during rehearsals on stage and before and during performances. Students may not use cell phones during rehearsals while waiting for their role to be called (ex: sitting in the house, standing backstage, etc.). Cell phones are permitted in dressing rooms.

## PHOTOS/VIDEOS

Performance photos will be taken by SPB. Information about purchasing performance photos will be available at a later date.

Volunteer chaperones may take pictures of dancers in costume in the dressing room. Chaperones may not take pictures backstage or from the wings.

**Recording devices are prohibited from the theater during all rehearsals and performances.** This includes cell phone photography and video. Copyright of this performance (including without limitation the artwork, photographs, images, music, and video) is owned by St. Paul Ballet. Flash photography and light emitted from cell phones is also a safety issue! A startled or blinded performer could fall. Out of respect for fellow audience members, we ask that all light-producing and noise-making devices are shut off before entering the theater.

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## HAIR, MAKEUP, AND COSTUME INFORMATION

1. Video demonstrations for hair and makeup will be available at [www.spballet.org/school/performances/](http://www.spballet.org/school/performances/).
2. Dancers must arrive at the theater for dress rehearsal and performances wearing no jewelry, watches, or fingernail polish. Leave valuables at home.
3. Dress rehearsals require full costumes and makeup! All tights, shoes, costume pieces, headpieces, and full makeup are required. If there is a problem with a costume or a quick change we will be able to solve it in dress rehearsal. Don't leave anything to chance for performances.
4. Dancers must provide their own hair fasteners, hairnets, makeup remover, and tissues.
5. Dancers in levels 3-6 must provide their own makeup (see Dancers Need To Provide).
6. Dancers need to wear deodorant. The costumes are NOT cleaned until all performances are complete!
7. No body glitter is permitted.
8. Costumes will be hung in the wardrobe area. All costumes are numbered and/or have nametags, so make sure you keep track of all your pieces and your hanger.
9. Return your costume and all pieces on its hanger at the end of each performance to the wardrobe area.  
**Do not ask anyone else to return your costume! Volunteers will help younger dancers with their costumes.**
10. **If your role includes a prop**, you are responsible for getting the prop back to the appropriate table or to the backstage manager.

## DANCERS NEED TO PROVIDE: For Dress Rehearsal and All Performances

### BOY'S CLUB:

Come to the theater in a white tee, shorts, and black socks with hair done.

1. Boys should have hair neatly combed.
2. Boys wear white fitted t-shirt, shorts, black socks, and black canvas or leather ballet shoes.
3. No makeup for Boy's Club dancers.

### **BEGINNING BALLET:**

Come to the theater in a nude leotard and tights with hair done.

1. Girls in a classic ballet bun at crown of head (higher bun), no part, bangs pulled back. Use hairspray and hairnet! Boys should have hair neatly combed.
2. Girls wear a nude leotard, clean and run-free ballet pink tights (no seams), and pink canvas or leather ballet shoes.
3. Boys wear white fitted t-shirt, black tights, and black canvas or leather ballet shoes.
4. Blush and lipstick will be provided by SPB and applied by volunteers at the theater.

### **LEVEL 1:**

Come to the theater in a nude leotard (girls)/white tee (boys) and tights with hair done.

1. Girls in a classic ballet bun at crown of head (higher bun), no part, bangs pulled back. Use hairspray and hairnet! Boys should have hair neatly combed.
2. Girls wear a nude leotard, clean and run-free ballet pink tights (no seams), and pink canvas or leather ballet shoes.
3. Boys wear white fitted t-shirt, black tights, and black canvas or leather ballet shoes.
4. Blush and lipstick will be provided by SPB and applied by volunteers at the theater.

### **LEVEL 2:**

Come to the theater in a nude leotard (girls)/white tee (boys) and tights with mascara applied to eyelashes (girls) and hair done.

1. Girls in two braids with hair parted down the middle. Braids to be pinned up over top of head in a crown. Please see the hair video tutorial on the performance page for a quick guide. Use hairspray! Boys should have hair neatly combed.
2. Girls wear a nude camisole leotard, clean and run-free ballet pink tights (no seams), and pink canvas or leather ballet shoes.
3. Blush and lipstick will be provided by SPB and applied by volunteers at the theater.

### **LEVEL 3:**

Come to the theater in a nude leotard (girls)/white tee (boys) and tights with hair done and all makeup applied (except blush and lipstick). \*Level 3 boys do not need to wear mascara or lipstick.

Dancers need to provide:

- Foundation (to match your natural skin tone)
- Powder (to match your natural skin tone)
- Black liquid or pencil eyeliner
- Black or brown mascara\*
- Light brown eye shadow (matte-no glitter or shimmer)
- Pink blush (warm tone. Cool or bluish tones show up black on stage)
- Red Lipstick (pinkish warm tone. Cool or bluish tones show up black on stage) \*
- Make-up remover (baby wipes work well too)

1. Girls in a classic ballet bun at crown of head (higher bun), no part, bangs pulled back. Use hairspray and hairnet! Boys should have hair neatly combed.
2. Girls wear a nude camisole leotard, clean and run-free convertible ballet pink tights (no seams), and pink canvas or leather ballet shoes.
3. Boys wear white fitted t-shirt, black tights, and black canvas or leather ballet shoes

**LEVEL 4:**

Come to the theater in a nude leotard and tights with hair done and all makeup applied (except blush and lipstick).

Dancers will need to bring:

- Foundation (to match your natural skin tone)
- Powder (to match your natural skin tone)
- Black liquid or pencil eyeliner
- Black or brown mascara
- Nude eye shadow palette with cream, medium brown, and dark brown (matte-no glitter or shimmer)
- Pink blush (warm tone. Cool or bluish tones show up black on stage)
- Pink Lipstick (pink warm tone. Cool or bluish tones show up black on stage)
- Make-up remover

1. Girls will wear hair half up/half down, secured just above the mid of the head. Please see the hair video tutorial on the performance page for a quick guide.
2. Girls wear a nude camisole leotard, clean and run-free convertible ballet pink tights (no seams), and performance ready pointe shoes.

**LEVEL 5 & 6:**

Come to the theater in a nude leotard and tights with hair done and a clean face.

Dancers will need to bring:

- Foundation (to match your natural skin tone)
- Powder (to match your natural skin tone)
- Eyelashes and glue
- Black liquid or pencil eyeliner
- White Kohl pencil
- Black Mascara
- Nude eye shadow palette with cream, medium brown, and dark brown (matte-no glitter or shimmer)
- Pink blush (warm tone. Cool or bluish tones show up black on stage)
- Red Lipstick (pinkish warm tone. Cool or bluish tones show up black on stage)
- Make-up remover

1. Hairstyle varies with each role. Dancers will receive hair instructions from Laura directly.
2. Girls wear a nude camisole leotard, seamed pink and clean tights, and pink canvas or leather ballet shoes. Dancers must bring 1-2 pairs of performance-ready pointe shoes and character shoes.
3. Boys wear a fitted white tee, black tights, and black ballet slippers.

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## WE NEED PARENT VOLUNTEERS!

The Young Dancer Performance and Spring Showcase needs volunteers for a variety of jobs before, during, and after the performances. A lot of work goes on behind the scenes to ensure that each show is safe and enjoyable for everyone. Unless otherwise noted, questions about volunteer roles may be directed to the volunteer coordinator at [eschmall@spballet.org](mailto:eschmall@spballet.org).

**Each family is required to volunteer a minimum of 4 hours. Families can sign up online via SignUp. Here's how it works in 3 easy steps:**

1. **Visit** <http://www.spballet.org/school/performances/> for volunteer signup.com information.
  2. **Enter your email address:** (You will NOT need to register an account on VolunteerSpot)
  3. **Sign up!** Choose your spots – SignUp will send you an automated confirmation and reminders. Easy!
- Note: SignUp does not share your email address with anyone.

### Volunteer roles include:

Full cast rehearsal chaperones	Ushers
Tech/Performance week chaperones	Lobby assistance
Backstage runners	Load in/load out
Prop assistants	Costumes

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## THEATER & TICKETS

**Janet Wallace Mainstage Theater at Macalester College** 130 S Macalester St, St. Paul, MN 55105

### PURCHASING TICKETS

**Tickets are assigned seating**

Adults: \$20  
Students (13-22): \$15  
Seniors (65+): \$17  
Children (3-12): \$16

Lap passes are available for newborn to 3 years for \$5 and can only be purchased in person at the box office on the day of the show.

1. Online until 1 hour prior to individual performance times - if tickets are available  
Brown Paper Tickets <http://spb2017showcase.bpt.me/>
2. At the theater box office beginning 1 hour prior to performances - if tickets are available.

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## CONTACT INFORMATION

### Saint Paul Ballet

655 Fairview Avenue N., St. Paul, MN 55104      phone: 651-690-1588