

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

**CLARA'S DREAM STUDENT 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 and dancers, please review this production manual 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, including intermission, is approximately 1.5 hours.

Tuesday, November 28 - Tech Rehearsal		
CAST	LEVEL	TIME
Cast A & B	Level 4-6	3:45-9:00pm
	Level 3	4:15-8:30pm
	Level 2	4:15-7:30pm
	Beg. Ballet & Level 1	4:30-7:30pm
Wednesday, November 29 - Dress Rehearsal		
Cast A	Level 4-6	3:45-9:00pm
	Level 3	4:15-8:30pm
	Level 2	4:15-8:00pm
	Beg. Ballet & Level 1	4:30-8:00pm
Thursday, November 30 - Dress Rehearsal		
Cast B	Level 4-6	3:45-9:00pm
	Level 3	4:15-8:30pm
	Level 2	4:15-8:00pm
	Beg. Ballet & Level 1	4:30-8:00pm

Friday, December 1 – 10:30 Performance		
Cast A	Level 4-6	Call Time 8:00am
	Level 2-3	Call Time 8:30am
	Beg. Ballet & Level 1	Call Time 8:45am
Friday, December 1 - 7:30pm Performance		
Cast B	Level 4-6	Call Time 5:00pm
	Level 2 & 3	Call Time 5:30pm
	Beg. Ballet & Level 1	Call Time 5:45pm
Saturday, December 2 – 1:00pm Performance		
Cast B	Level 4-6	Call Time 10:30am
	Level 2 & 3	Call Time 11:00am
	Beg. Ballet & Level 1	Call Time 11:15am
Saturday, December 3 - 7:30pm Performance		
Cast A	Level 4-6	Call Time 5:00pm
	Level 2 & 3	Call Time 5:30pm
	Beg. Ballet & Level 1	Call Time 5:45pm
Sunday, December 3 - 2pm Performance		
Cast A	Level 4-6	Call Time 11:30am
	Level 2 & 3	Call Time 12:00pm
	Beg. Ballet & Level 1	Call Time 12:15pm

THEATER LOCATION & PARKING

All production week rehearsals and performances take place at The O’Shaughnessy at St. Catherine University.

Parking at St. Catherine University is free for all events after 5pm weekdays, and all-day Saturdays and Sundays. For dancer drop-off and pick-up, please enter Gate #3 from Randolph Avenue. You may park for quick drop-offs and pick-ups behind the stage door. Additional parking is available in The O’Shaughnessy lot at Gate #4 from Fairview Avenue. More information on parking may be found online at <http://oshaq.stkate.edu/visit-us>.

CHAPERONES

Volunteers who signed up to chaperone should arrive 15 minutes prior to their level’s listed call time in this manual. Chaperones are encouraged to bring quiet, non-messy activities or electronic devices with video 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 Tuesday’s tech rehearsal. 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 on Tuesday.

THEATER PROTOCOL

ARRIVAL

All dancers report to The O'Shaughnessy Theater and enter through the stage door for all rehearsals/performances. See the "Theater Location and Parking" section above for details.

ILLNESS

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

SIGN IN/SIGN OUT

Levels 4-6

Dancers in levels 4-6 must sign in and out at the bulletin board located in the hallway (stage right) for each rehearsal and performance.

Beginning Ballet through Level 3: Parent Drop-off/Pick-up

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

- Sign-in will be at the **outside stage door** (off the parking lot when you enter at Gate #3, back of the theater) at the specified call time for each rehearsal and performance.
- At the end of each rehearsal and performance, send ONE parent/guardian to the **inside back-stage door from the lobby** (stage right/same side as the ticket booth) to sign out your dancer. Parents are not permitted backstage and are asked to wait in the parent pick-up line. Do not use the outside stage door for pick-up.

DANCERS DURING PERFORMANCES

Regardless of the order of the show, all dancers will remain backstage until the end of the performance. Clara's Dream is 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 signed out.**

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 production week 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 dancer is released for the evening. If you would like to get a behind-the-scenes look during production week – sign up to volunteer as a chaperone or a back-stage runner!

FOOD

When possible, dancers should eat before arriving at the theater. Bring your own snacks if needed (non-messy or greasy) and a filled water bottle each day. Only water is allowed in dressing rooms. **No juices, especially red or purple. No eating when wearing 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.

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

Individual studio portraits will not be available this year. Performance photos will be taken by SPB. A group photo of each cast as well as performance photos will be available for purchase. Information about purchasing performance photos will be available in the future.

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.

COSTUMES, MAKEUP, HAIR

QUICK TIPS

1. Video demonstrations for hair and makeup are available at spballet.org/school/performances/. Dancers in levels 3-4 only need to complete the steps related to the makeup listed for their level below.
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. Photos are taken during dress rehearsal and are unusable if all dancers are not in full costume.
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 Costume, Hair, & Makeup Instructions by Level section below).
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.

COSTUME ETIQUETTE

It is important to be very mindful when handling all costumes. The costume should be the last thing you put on before going on stage. That way you don't have to worry about spilling on a costume or sitting in a costume. Makeup, hair and headpieces, and shoes should all be put on first. No eating or drinking is allowed while in costume. Dancers in costume may not drink even water without assistance from volunteers. Water can stain or ruin many costume fabrics. This will also prevent additional wear and tear on costumes that must last for many years. Some of the costumes you will be wearing are more than ten years old, cost hundreds of dollars to construct, and need to be handled with extreme care.

COSTUME, HAIR, & MAKEUP INSTRUCTIONS – BY LEVEL For Dress Rehearsals and all Performances

BEGINNING BALLET – MICE:

Come to the theater in your class leotard and tights with hair done.

1. Girls in a classic ballet bun, no part, bangs pulled back. Use hairspray and hairnet! Boys should have hair neatly combed.
2. Girls wear class 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, lipstick, and character makeup will be provided by SPB and applied by volunteers at the theater.
5. Volunteers will help ensure that all make-up is removed before leaving the backstage area after each performance.

LEVEL 1 – LITTLE SOLDIERS:

Come to the theater in your class leotard and tights with hair done.

1. Girls in a high bun on top of head to wear under soldier hat. Use hairspray and hairnet! Boys should have hair neatly combed.
2. Girls wear class 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. All dancers must provide black socks to wear with their costume.
5. Blush, lipstick, and character makeup will be provided by SPB and applied by volunteers at the theater.
6. Volunteers will help ensure that all make-up is removed before leaving the backstage area after each performance.

LEVEL 2 – LITTLE PARTY GIRLS:

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

1. Girls hair half down in ringlets. Boys should have hair neatly combed.
2. Girls wear nude camisole 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.
5. All make-up must be removed before leaving the backstage area after each performance.

LEVEL 3 – MOTHER GOOSE CHARACTERS: SHEEP, LITTLE KITTENS, JACK & JILL

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).

Dancers need to provide:

- Foundation (to match your natural skin tone)
- Powder (to match your natural skin tone)
- Black liquid or pencil eyeliner
- Black Mascara
- Medium 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)

*Level 3 boys do not need to wear mascara or lipstick.

1. Hair

- Sheep & Kittens: Girls in a classic ballet bun, no part, bangs pulled back. Use hairspray and hairnet! Boys should have hair neatly combed.
- Jill: Braided pigtails
- Jack: Boy – hair neatly combed; Girl – hair in a high bun to fit under hat, no part, bangs pulled back. Use hairspray and hairnet!

2. Girls wear nude camisole 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, black canvas or leather ballet shoes.

4. All make-up must be removed before leaving the backstage area after each performance.

LEVEL 4 – BIG MICE & ANGELS

Come to the theater in a nude leotard (girls)/white tee (boys) and tights for warm up class 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)
- Black liquid or pencil eyeliner
- 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. Big Mice & Angels: classic ballet bun, no part, bangs pulled back. Use hairspray and hairnet! Boys should have hair neatly combed.

2. Girls wear nude camisole 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. Big Mice: must provide black shoes and black socks. Shoe options include old ballet slippers dyed black, new black ballet slippers, or black jazz shoes.

5. All make-up must be removed before leaving the backstage area after each performance.

LEVEL 5 – BIG SOLDIERS, CHINESE, MOTHER GOOSE, FLOWER CORPS

Come to the theater in a nude leotard (girls)/white tee (boys) and tights for warm up class 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)
- Eyebrow pencil (to match your natural color)
- 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. Hair

- Big Soldier: classic ballet bun, to wear under soldier hat, no part, bangs pulled back. Use hairspray and hairnet!
- Chinese: classic ballet bun, no part, bangs pulled back. Use hairspray and hairnet!
- Little Bo Peep: braided pigtails.
- Mother Cat: classic ballet bun, no part, bangs pulled back. Use hairspray and hairnet!
- Fritz & Little Boy Blue: hair neatly combed
- Flowers: classic ballet bun, no part, bangs pulled back. Use hairspray and hairnet!

2. Girls wear nude camisole leotard, clean and run-free ballet pink tights (no seams), and pointe shoes.

3. Girls must provide white dance briefs that sit at the natural waist (not low rise or bikini style).

4. Boys wear fitted tee, black tights, and black ballet shoes.

5. Soldiers must provide black shoes and black socks. Shoe options include old ballet slippers dyed black, new black ballet slippers, or black jazz shoes.

6. All make-up must be removed before leaving the backstage area after each performance.

LEVEL 6 – PARTY GIRLS, DOLLS, LIEUTENANTS, & FLOWERS

Come to the theater in a nude leotard and tights for warm up class 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)
- Eyebrow pencil (to match your natural color)
- 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. Hair in a classic ballet bun, no part, bangs pulled back. Use hairspray and hairnet!
2. Party Girls: Hair half down in curls.
3. Girls wear nude camisole leotard, clean and run-free ballet pink tights (no seams), and pointe shoes.
4. Lieutenants - Girls must provide black pointe shoes (further direction will be provided on coloring).
5. Girls must provide white dance briefs that sit at the natural waist (not low rise or bikini style).
6. All make-up must be removed before leaving the backstage area after each performance.

WE NEED PARENT VOLUNTEERS!

A production this large with many student dancers 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 a show is safe and enjoyable for everyone. A complete list of volunteer needs can be found online. Unless otherwise noted, questions about volunteer roles may be directed to the volunteer coordinator at eschmall@spballet.org.

Each family is required to volunteer a minimum of 4 hours. Families can sign up online through Volunteer SignUp.

Here's how it works in 3 easy steps:

1. **Visit** <http://www.spballet.org/school/performances/> for Volunteer SignUp information.
2. **Enter your email address:** (You will NOT need to register an account on SignUp.com)
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
Tech/Performance week chaperones
Backstage runners
Merchandise sales
Load in/load out
Costumes

PROGRAM ADVERTISING

Would you like to reach our highly engaged audience of more than 3,000 with your message? We have advertising space available in our programs for Clara's Dream and other 2016-2017 productions. Find rates and information at spballet.org. Interested? Contact Elaina Sutula esutula@spballet.org.

THEATER & TICKETS

The O'Shaughnessy 2004 Randolph Avenue, St. Paul, MN 55105

PURCHASING TICKETS

December 1, 2017 - 7:30pm

December 2, 2017 - 1:00pm

December 2, 2017 - 7:30pm

December 3, 2017 - 2:00pm

Tickets are assigned seating

Tickets prices are listed online at the link below. Discounts available for students, seniors, and early-bird ticket purchases.

1. Online at <https://oshag.stkate.edu/events/category/series/st-paul-ballet-claras-dream/>
2. By calling the ticket office at 651-690-6700 between 12:00-5:00pm Monday-Saturday*
3. In person at the ticket office 12:00-5:00pm Monday-Saturday* AND beginning 2 hours prior to performance - if tickets are available. The ticket office is located in the northwest corner of The O'Shaughnessy lobby.
4. More about The O'Shaughnessy ticket policies may be found online at <http://oshag.stkate.edu/tickets>

**The Ticket Office is closed on Sundays and all major holidays and University vacations.*

December 1, 2017 - 10am Performance

St. Paul Ballet families may purchase general admission tickets for the Friday morning performance through our office for \$10 a ticket. Please call [\(615\)690-1588](tel:6156901588) or email spb@spballet.org if you have questions or are interested in purchasing tickets for the Friday morning performance.

Clara's Dream is for general audiences ages 3 years+. Younger children are admitted at their parents' discretion based on the child's ability to enjoy the performance without disturbing those around them throughout the duration. The O'Shaughnessy requires that **everyone** entering the theater must have a ticket - this includes children under the age of 5, toddlers, and infants, **even if** they will sit on a parent's lap.

CONTACT INFORMATION

Saint Paul Ballet

655 Fairview Avenue N., St. Paul, MN 55104

phone: 651-690-1588