



Dancer & Parent Handbook

2022

SCHOOL SHOWS

Friday, Dec. 2 (10am & 12:00pm)

PUBLIC PERFORMANCES

Saturday, Dec. 3 (2pm & 7pm)

Sunday, Dec. 4 (2pm)

www.iowadancetheatre.org

515-979-6622

Important Dates

IMPORTANT DATES AND DEADLINES

Oct. 1 Membership & Performance Fees due

Oct. 17 Tickets on sale to IDT members

Oct. 24 Tickets on sale to the general public

Oct. 29 DRACULA performance

Nov 7 T-shirt orders due

Nov 7 Parent and Business ad orders due

Nov 15 Program ad art deadline

Nov 27: at Charlee's studio in Waukee

Mandatory Run Thru Rehearsals

Backstage Pass distribution

T-shirt Distribution

Nov 30-Dec 4 mandatory rehearsals and performances at the Civic Center

Where's my Rehearsal Schedule?

The IDT Nutcracker 2022 rehearsal schedule is in a google calendar. Access the calendar from the Nutcracker Backstage area of the iowadancetheater.org website. You may subscribe to the calendar for the scene your dancer is in and it will appear in your own google calendar. and will be searchable by role.

The ONLY up to date schedule will be on the google calendar which will reflect any last minute changes, so please check it before making the trip to each rehearsal.



Fees & Things to Buy

Use Iowa Dance Theatre's CDM+ ENGAGE program to pay for everything by credit card.

Use this QR code or this URL to sign in and use the dropdown menu in the upper right hand corner to get to the "new gift" area where you can choose what you want to pay for. Pay for each thing separately in its own area.



<https://engage.suran.com/idt>

Things to buy in ENGAGE

\$37.50 Per performer Performance Fee is a non-deductible fee for participation. There is a family maximum of 75.00.

2022-2023 Membership Levels and Benefits (unchanged since 2010)

Memberships are in force from July 1-June 30 each season:

Performer Family \$40

Available only to families of IDT performers
100% tax deductible donation to a worthy cause
Advance sale on IDT performance tickets
Email notification of IDT auditions & events
Performer express registration for auditions

Community \$50

100% tax deductible donation to a worthy cause
Advance sale on Nutcracker tickets
Email notification of IDT events

Sponsor \$100

All of the above benefits plus: 2 free tickets to the IDT fall show & Recognition in IDT programs

Contributor \$150

All of the above benefits plus: Performer family volunteer obligation waived

Donor \$250-\$499

All of the above benefits plus: Free Nutcracker shirt

Patron \$500-\$999

All of the above benefits plus: 2 Nutcracker tickets

Benefactor \$1000+

All of the above benefits plus 2 Spring Show tickets

T-shirts and Nutcracker clothing ORDER by Nov 7, 2022

T-shirts will be available for pick-up on November 27 at the final in studio rehearsals. Pre-order clothing online at this link:

<https://forms.gle/GjE4VpWopZEAZH949>

Then go to your ENGAGE account to pay for it or attach a check to a **paper order form** and mail it in. If you miss the ordering deadline, some shirts will be on sale at the Boutique in the lobby of Civic Center, but you will pay a higher price there, and there is no guarantee that your size will be available.

Remember, IDT Memberships of \$250.00 or more get a FREE Nutcracker T-shirt so go to the ordering link order your free shirt at that giving level!

Parent Ads in the Nutcracker Program ORDER by November 7

Send a short greeting to your dancer in the printed program. Cost is 25.00. Parent greetings are uniform in size, so keep your message short for a larger font size. Order at:

<https://forms.gle/SjfXXdWfSySXDwEm8>

then pay for your order in the ENGAGE app in the "new gift" area.

Corporate Program Ads ORDER by November 7

The order form above for the parent ads is also accepting orders for your small business, or your employer.

<https://forms.gle/SjfXXdWfSySXDwEm8>

then pay in the ENGAGE app in the "new gift" area or mail a check to the IDT office.

Let us know if you want us to contact your employer about buying an ad by e-mailing:

contact@iowadancetheatre.org

Boutique at the Theater

A great variety of Nutcracker, Holiday and Dance related gifts is assembled each year for sale in the lobby of the Nutcracker performances. Proceeds from the sale of these items is a fundraiser for IDT, so check out the boutique for Christmas gifts and dancer souvenirs!

You provide:

Tights: Pink tights (we recommend: Capezio 1918 ballet pink) for all dancers EXCEPT: Arabian & Ginger (light suntan tights no seams); Russian (no seams white tights) and Rats & Party Boys (black socks or tights)

Shoes: pink ballet shoes or pointe shoes for all roles EXCEPT: Russian (white ballet shoes), Rats and Party Boys (black ballet shoes), Spanish and Party Moms (character shoes) Party Dads (black dress or dance shoes) and Arabians (barefoot), Candycanes bring canvas shoes to be dyed.

Things to buy from our partners:**Backstage Flowers- thru Hy-Vee**

Bouquets for performers are provided by Hy-Vee Floral. An order form link will get you to the form which you need to send to Hy-Vee (not to IDT).

They will be delivered backstage to your dancer with your note of congratulations and encouragement to them.

Professional Video of Performances

Dave Mattern Videography will be taking professional videos of all shows. Order forms will be available at the theater, or contact Dave at: matternvideo@gmail.com Or (515) 270-9799 to order a BluRay or DVD. Previous years' videos are also available.

Tickets to the Shows

www.desmoinesperformingarts.org

Everyone at any age who attends a performance is expected to purchase a ticket; including cast members and their family. Infants/toddlers with tickets are encouraged to choose seats near the exits for quick exit to the lobby if they get fussy. Children will only be seated with a purchased ticket to the show - even if they will actually be sitting on a parent's lap.

Performers from Act I are accompanied by chaperones to the back rows to watch Act II without purchasing a ticket, although most performers prefer to sit with their parents and must therefore buy a ticket.

Double check the theater's [Prohibited Items](#) list before you bring something you can't take into the theater like a camera or water bottle: <https://desmoinesperformingarts.org/explore/plan-your-visit/>

Professional Photos

ALL DANCERS will be photographed backstage at the theater by a professional photographer at a pre-scheduled time during the dress rehearsals. Purchase of the photos is optional and will be done online thru the photographer's website.

Toys For Tots

Bring a new, unwrapped toy on Saturday, and let's fill a toy box in the lobby for this great organization!

Insider DISCOUNTS information

Remember, IDT Memberships at the \$500.00 or above level get 2 free Golden Circle tickets to Nutcracker! Let us know which performance to hold those free tickets for.

Use online password "IDT22" to get the IDT Membership discount of \$5.00 off each ticket and to buy tickets as early as **Monday Oct. 17**. Ticket sales to the general public begin Oct 24.

Student Rush Tickets are only available at the Box Office on the day of the show. Show a student ID for special ticket pricing.

Mark's Dancewear and Elite Dance Outfitters are offering a 20% discount. Just mention that you are in the cast of IDT's NUTCRACKER

Nutcracker Ticket Prices: (Member code: IDT22)

Section A: \$52.50

Section B: \$35.50

Section C: \$26.50

IDT member discount is 5.00 less than these prices

There is also a "limited view" price of 17.50 but the IDT discount does not apply to this section.

Buy Tickets through the Civic Center:

www.desmoinesperformingarts.org

Tickets NOT purchased thru this website are not "sanctioned" so please be sure you are purchasing them from the correct website.

Tickets to school shows are available to adults with children in the cast, but those parents are expected to buy tickets to at least one public performance. Buy them online as if you were a school.



Volunteer Opportunities & Promoting the Show

NUTCRACKER VOLUNTEERS

Our Parent Support Team assigns volunteers for Nutcracker. We'd like to get to know you and your availability, preferences and talents so we can offer you a volunteer position that fits your needs. If others in your household would like to volunteer, great! All kinds of help is needed year round.

For questions about volunteer opportunities, or to get documentation of your help for your employer or silver cord hours, call 515-979-6622 or contact@iowadancetheatre.org

Some of the volunteer opportunities are:

Poster distribution
T-shirt order sorting & distribution
Makeup sorting
Flower organizing & clean up
Costume prep
Load in, load out, clean up
Dancer/Volunteer check in
Dressing room chaperone (not for your own child)
Boutique shift
Program Ad sales
Backstage food organizing and hosting

You can even volunteer to help out at other times of year with other IDT productions or outreach projects like the booths at the Arts Festival or Iowa State Fair to fulfill your Nutcracker volunteer obligation.

ONLY parents with volunteer jobs that require them to be backstage will be allowed backstage. Please trust us that your children are in good hands as soon as you drop them off at the Stoner Theater door and they have signed in.

Posters and Flyers

Please don't let the Nutcracker posters and flyers languish in your home. Post them at businesses you frequent, your school and workplace. Bring along with a roll of tape and some thumbtacks when you **ask permission to post a poster**. Flyers are great for mailing to your family and friends to invite them to buy tickets to the shows. Some businesses prefer a stack of flyers near their cash registers over a poster. You can always get more flyers/posters from your rehearsal director.

IDT on Facebook and Social Media Policy

Your social network is an important tool to spread the news about IDT. Please use good judgment about what you post on social media. Rumors, gossip and unflattering remarks about IDT or any individuals associated with this organization are very unhelpful and can have unintended consequences of bullying and widespread misery. It is totally appropriate, and **very much encouraged to use social media to invite your friends and family** to our shows, to congratulate fellow dancers and to celebrate your positive experiences working with IDT and the wider dance community.

Things YOU can do to help

- Send an email to your family and friends to encourage them to attend the performance.
- Submit a note to your company's newsletter or your church's bulletin.
- Hang posters at work and attach a picture of your dancer(s) so that your coworkers and friends know who is performing.
- Hang up posters at your school and dance studio along with the names of the dancers who attend the school.
- Ask your company or businesses you frequent to purchase a corporate ad in the program.
- Submit your IDT membership for your company's charitable gift matching program.
- Invite your teachers to attend your show, or organize a group of your dancer friends
- Wear your Nutcracker t-shirt or sweatshirt with pride and tell anyone who asks how to come see you perform.



At the Civic Center Parking, Dancer Drop off & Pick up, Dressing Rooms and Security Procedures

Civic Center Parking / Skywalk

There are parking garages at 3rd & Locust and 4th & Grand from which the Civic Center can be reached via Skywalk. On street parking with meters. Do not leave your vehicle for more than five minutes in front of the Civic Center, even with the flashers on it will be towed away.

Audience Members allow time for Civic Center security screenings and bag checks. Double check the list of not allowed items **before** arriving at the theater (ie: no cameras or water bottles).

DROP OFF at the Civic Center

Performers must enter through the Stoner Theater door on the east side of the building, show their backstage pass and sign in at their dressing room at least ½ hour before the show. **Parents** will not be allowed in this door unless specifically assigned to volunteer backstage at that time.

Backstage Passes are required for entry into the Stoner Theater or anywhere else backstage at the Civic Center. Passes are specific to an individual, and are issued to all performers, rehearsal directors, Civic Center staff and backstage parent volunteers. Passes only grant access for the times that individual is needed backstage.

WHERE TO GO when you get to the theater:

Dancers should report directly to their assigned dressing room (assigned by role) to check in with their chaperone or rehearsal director. Parents can help us keep dancers in their assigned spot by not asking siblings to share things like makeup or food backstage.

Parents are encouraged to stay in the theater during rehearsals in case we can release your dancer earlier than the scheduled time. Parents may sit in the lower third of the auditorium or sit quietly in the Civic Center lobbies.

On performance days, Parents without tickets must leave the theater. Parents with tickets will need to leave the lobby and return thru security at the doors designated for audience members.

NO COSTUMED DANCERS ARE ALLOWED IN THE LOBBY

Meet & Greet area in the Stoner Theater to meet ticketed family and friends in costume before, during intermission or after the shows on Saturday. You may take informal photos with family at that time using special Nutcracker backgrounds provided. Photos with family are allowed **ONLY** in that area for the protection of the costumes. Costumes need to be turned in soon after the performance, so **please don't tarry there**. If you want a photo with your dancer in costume on Sunday, you will only be able to do that prior to the show or during intermission.

Please take these photos before or during the intermission rather than after the show, especially on Sunday.

PICK UP at the Civic Center

Please let your dancer know where you plan to pick them up.

- If parents are in the theater, you may pick up your dancer from the Stoner Theater door.
- Drive-up pick up is at the valet parking area on Walnut Street.

In either case, adults picking up dancers must have the number matching the audition number on their dancer's ID badge. **ONLY** parents with backstage volunteer jobs will be given backstage passes. No other adults will be allowed in dancer areas at the theater.

ACT 1 dancers may be picked up during Intermission

Only if you have purchased a ticket for the dancer may they watch Act II with you.

Performers who are not in Act II may be taken by their chaperones to watch Act II as a part of the audience if they are not picked up.



The IDT Nutcracker History & Cast

The Nutcracker Ballet, and the timeless music of Pyotr Ilyich Tchaikovsky, made its debut on December 17th, 1892 at the Maryinsky Theatre in St. Petersburg.

Des Moines' first Nutcracker was performed by the Des Moines Civic Ballet Company in 1966 with Act I staged by Mary Joyce Lind and Act II staged by Tatiana Doukodovska from Kansas City. IDT has produced the ballet at the Civic Center of Greater Des Moines since 1997.

Our production of Nutcracker changes from year to year to utilize the talents of this year's dancers and rehearsal directors to the fullest. Roles and their relative difficulty changes from year to year.

Roles- Act I

Flower Peddler (some years)
Clara & Fritz Silberhaus
Silberhaus Parents
Silberhaus: Grandparents (some years)
Military Family
Haughty Family
Tippins Family
Waddle Family
Sickerson Family
 The 5 families include:
 Party Girls, Party Boys, Party Parents
Drosselmeyer
Drosselmeyer's Nephew (some years)
Dolls (Harlequin, Ballerina, Russian)
Maids/Butler
Mouse
Ballerina Mouse
Rat Queen (or King) & Rats
Nutcracker Prince
Soldiers: Red, Blue, & Lieutenants
Snow Crystals & Snow Flakes
Snow Queen & Snow Prince

Roles - Act II

Angels: Archangel, Silver, Gold, Herald
Clouds
Dew Drop Fairy
Dew Droplets
Spanish
Chinese and Chinese Dragon
Arabian
Russian
Merlitons
Candy Canes
Mother Ginger & Ginger Children
Hungarian
Flower (Corps & Soloists)
Rose Queen
Rose Buds
Sugar Plum & Cavalier

School shows DO include ALL Act 2 roles. "Please excuse..." forms will be available for cast members who need it to get out of school.

School Show Performances Act 1 does NOT include: any of the Snow Scene; any Mice; and has a special shortened version of the party scene.

Alternating roles

Some roles are double or triple cast, which means you share your part with other dancers in other performances. Each dancer who has been cast will perform in at least one of the public performances at the Civic Center.

Understudies

Understudies learn a part so they can perform it if a dancer is unable to perform. Historically, at least one understudy has been called upon to perform almost every year. Understudies may not get a chance to perform a role, but do gain valuable experience learning the part and stepping in during rehearsals if anyone is missing. You may understudy any role that does not conflict with your assigned rehearsal time – just get permission from the rehearsal director.



Policies Communication, Conduct, etc.

Attendance Policy

Dancers are allowed only one (1) absence during the rehearsal period or you may lose a performance in the production. Final decisions are made by your rehearsal director and the artistic team. If you have a conflict with a scheduled rehearsal for any reason, let your rehearsal director know as soon as possible. **All rehearsals at the Civic Center during the week of the performances are mandatory!**

Communication Policy

Emails Much of the important information for participants in Nutcracker will be emailed. Please make sure your information is current with IDT and that our e-mails are not going to your junk folder.

Website We strive to have the latest information posted on this website. If there is any discrepancy between a paper handout and what is listed on the website (especially rehearsal schedules), the website will be your latest information.

Problem Solving Please speak with your rehearsal director if there is a problem, or if you know you will be missing a rehearsal. If possible, this should be done outside of rehearsal time as soon as conflicts appear. Phone number and E-mail for your rehearsal director(s) were in your casting e-mail. Problems that cannot be resolved with your rehearsal directors should be taken to the artistic team of Beth Adams, Janice Baker and Ami Yaro at artisitcteam@iowadancetheatre.org whose decisions are final.

Policy on Gifts

Cast members may share gifts with each other and their rehearsal directors at the theater however we request that these gifts not be bulky or expensive. A simple card or note is equally appreciated. Gifts of food should be chosen wisely as they may not be eaten in costume.

Rehearsal Conduct Expectations

- Be on time and at the correct location.
- Respect your rehearsal director and fellow performers
- Rehearsal directors expect the dancers' undivided attention even while waiting in the rehearsal room. Loud talking, eating and cell phone usage disrupts rehearsals
- Dress in proper dance attire – shoes appropriate to your role, girls in leotard and tights, boys in jazz pants or tights and t-shirts.
- Hair should be pulled back from the face.
- Dancers should be picked up promptly after rehearsal.
- Keep track of your belongings – names on shoes and apparel is essential
- Keep all dressing and waiting areas neat, dispose of trash in proper receptacles
- Food may be ONLY consumed in the lobby ONLY water is allowed in the dancing areas
- Parents are not allowed in dancer areas unless specifically assigned a volunteer job there.

Dancers Backstage Conduct Expectations

- Safety first backstage DO NOT TOUCH the curtains, lights, sets, or props
- Do not loiter at the theater before or after stated rehearsal times.
- In addition to your rehearsal directors, the stage manager, and Civic Center Staff are in charge backstage. Cooperate fully with their instructions.
- Chaperones are there for your safety. Please respect and obey their instructions.
- Respect areas of the Civic Center that are off limits to cast members
- Leave your dressing room clean. Take ALL your belongings as you leave.
- Warm up classes: Although optional, dancers who will perform on pointe are expected to attend. All dancers who will be performing in Act 2 (except acro roles) are encouraged to attend for your own injury prevention.



Policies At the Theater

FOOD IN THE CIVIC CENTER:

- NO EATING OR DRINKING ANYTHING BUT WATER IN YOUR COSTUME – **EVER!**
- No food or drink in the lobby or the auditorium
- Only water is allowed on the stage level
- Between shows on Friday and Saturday and in a limited way during longer rehearsals at the theater, lunch and snacks (crackers, fruit, granola bars, sandwich etc.) you bring from home may be consumed in designated areas away from the costumes and dressing rooms.
- Please turn in your food when you arrive so it can be returned to you at appropriate eating times.

DRESSING ROOMS:

- All performers must use the dressing room assigned as posted.
- Visiting dressing rooms of other roles is to be kept to a minimum
- A Chaperone or Rehearsal Director will be on hand at all times.
- Do not bring valuables to the theatre
- Bring only what you need as space is limited
- Leave your dressing room neat and clean, pick up small items such as hair pins
- Floors backstage are waxed, to avoid tracking wax onto the stage floor, please wear socks over your performance shoes in dressing rooms and hallways.

COSTUMES and PROPS:

- You are responsible for the safety and location of your costume & props at the theater
- Costumes, props and headpieces shall remain in the theater in the backstage areas **ONLY**.
- Shoes and tights that you provide should be clean and in good condition
- Never leave costumes or props on the floor
- Return props to prop tables when not in use
- **NEVER** move another dancer's costume or prop
- If you apply touch up makeup after putting on your costume, wear something over your costume to protect it
- After your performance, return costumes and headpieces to the appropriate rack (with name tag attached) or as otherwise instructed when you receive the costume
- Report costume issues to your rehearsal director immediately. Especially if special cleaning may be required.

Personal PHOTOS and VIDEOS

- Videotaping and taking of photos is allowed at staging and dress rehearsals from the audience, but **NOT** during performances.
- Photography and videography from the wings is always prohibited for the safety of the dancers.
- Photos in costume with family and friends are only allowed in the Stoner Theater
- Professional photos and videos of each performance will be available for purchase.
- **NO** cameras are allowed in the auditorium or in the wings during performances.
- Ask permission before posting photos of others on social media



At the Civic Center Makeup & Hair

STAGE MAKEUP is worn for all performances, including the School Shows. Each role should have a unified look.

Performers provide their own foundation, black eyeliner and mascara. Party parents, Dolls, Ballerina Mice, Lieutenants, Rat Queen, Soloists on pointe, Snow Crystals, Snowflakes, Arabian, Chinese, Russian, Flower Soloists, and Flowers provide their own false eyelashes and makeup. Foundation will be available for men and boys if needed.

Pictures/diagrams for each role will be hung in the dressing rooms that will show how to apply the makeup. For some roles makeup will be applied by designated volunteers. Older dancers may apply their own makeup within the makeup guidelines.

Makeup application

- **Mice and Gingers:** It is helpful if foundation and/or moisturizer is applied to the face before arriving. Chaperones or Makeup Volunteers will apply the makeup on the dancers.
- **Men and Boys:** The Makeup Crew will help apply the makeup backstage. If your lashes are light in color, you may put on a light coat of mascara before you arrive.
- **Girls:** Chaperones or Makeup Volunteers will assist with application of makeup.
- **Women:** Apply foundation and either two coats of mascara or false eyelashes as needed. Follow the guidelines to apply provided makeup.
- **Those with two roles:** You may need to change your lipstick for the second role. In most cases you won't need to change your entire face of makeup.

After your last performance

- **Return** any unused, unopened makeup samples to the container in your dressing room
- **Return** makeup you were given for the show to the Makeup Table
- **Clean up** your area
- **Remove your makeup** before leaving backstage (baby wipes work great) as we prefer that dancers not be seen downtown or in the lobbies in stage makeup.

NEED HELP WITH YOUR HAIR? Volunteers will stand by to help style hair backstage, especially party girls may want to get tips from former party parents! Bring your own hairspray and hairpins. Don't forget the dancer's secret weapon: a hairnet.