

The Nutcracker – EXTRA CAST MEMBERS

Tech Week & Performances - December 4-9, 2018

Rules & Schedule for Tech Week at Hoogland Center for the Arts and Sangamon Auditorium

We are very excited to have your child participate in our 44th annual production of *The Nutcracker*! To help tech week run as smoothly as possible for parents, crew and cast, we are providing you with the following information. Please review these guidelines with your child prior to tech week. Together, we can make this an enjoyable experience for you and your child.

Hoogland Center for the Arts – Theatre II

(We will rehearse Act II at 5:00 and Act I at 6:00 to allow our Party Scene adults a chance to arrive after work.)

Tuesday Rehearsal: Act I - 6:00 pm call / 7:00 pm pick-up

Act II - 5:00 pm call / 6:00 pm pick-up

Wednesday Rehearsal: Act I - 6:00 pm call / 7:00 pm pick-up

Act II - 5:00 pm call / 6:00 pm pick-up

***Sangamon Auditorium – University of Illinois at Springfield**

Thursday Rehearsal: Act I - 5:00 pm call / 7:00 pm pick-up

Act II - 6:30 pm call / 8:30 pm pick-up

Friday Dress Rehearsal: Act I - 5:00 pm call / 9:15 pm pick-up (Full cast photo after rehearsal.)

Act II - 6:30 pm call / 9:15 pm pick-up (Full cast photo after rehearsal.)

Saturday Matinee: Act I - 12:00 pm call / 3:00 pm pick-up

Act II - 1:00 pm call / 4:00 pm pick-up

Saturday Evening: Act I - 5:00 pm call / 8:00 pm pick-up

Act II - 6:00 pm call / 9:00 pm pick-up

Sunday Matinee: Act I - 12:00 pm call / 3:00 pm pick-up

Act II - 1:00 pm call / 4:00 pm pick-up

FOR THE SAFETY AND SECURITY OF THE CAST, VOLUNTEERS AND CAST ARE ONLY ALLOWED BACKSTAGE OR IN THE LOWER LEVEL DRESSING ROOM AREA AT SANGAMON AUDITORIUM. VOLUNTEERS MUST HAVE A BACKSTAGE PASS. THIS WILL BE STRICTLY ENFORCED -- FOR SECURITY REASONS, NO PARENTS OR FRIENDS WILL BE ALLOWED BACKSTAGE OR IN THE DRESSING ROOM AREAS AT ANY TIME.

***Please bring / pick-up your child to the Sangamon Auditorium Stage Door.** *The Stage Door has a blue awning and is located on the SW side of the Public Affairs Center (PAC). Dancers must sign in and out with the security volunteer. Parking is available in lots C and D at UIS.

PLEASE DROP OFF AND PICK UP YOUR CHILDREN **ON TIME**. THE SBC PAYS HOURLY RENTAL RATES FOR SANGAMON AUDITORIUM. EARLY ARRIVAL IS NOT ALLOWED AND LATE DANCER PICK-UP COSTS THE SBC HUNDREDS OF DOLLARS.

Rules for all SBC Performances

1. No running or yelling in the dressing rooms or in the hallways. Please treat everyone with respect. We value the professionalism of this performance.
2. All dancers need to remain in the lower level dressing room area with their chaperones & fellow dancers until it is time for them to perform. Dancers are encouraged to bring homework, a book to read, or games to play while they wait. There is a soda machine near the dressing rooms for the convenience of the cast. No one is allowed in the house (auditorium) at any time. Friday's dress rehearsal is closed to parents and the public. No exceptions will be made.
3. No dancer who is not a member of the SBC can remain at the auditorium without parental supervision after their scene has rehearsed or performed. Chaperones will be available so that parents may watch the performance.
4. When it is time to go on stage, chaperones & runners will escort you. **Please proceed quietly.** No one is allowed backstage unless he or she is ready to perform. Backstage space is limited and hectic; children are not allowed to watch the show from the wings.
5. Please keep all pieces of your costume together when you disrobe, and return it to the wardrobe room so that nothing gets lost between performances. **This is your responsibility.** Any mishandled costumes will be confiscated by the Costume Mistress, Ballet Mistress and/or Artistic Director.
6. **ABSOLUTELY NO FOOD OR DRINKS IN THE AUDITORIUM.** Food & drinks are permitted in dressing rooms and uncarpeted stair/hallways only. **NO EATING OR DRINKING IN COSTUME.**
7. You are responsible for keeping your dressing room clean during tech week. Clean up your area after each rehearsal/performance. Please throw trash in trash cans. Do not flush paper towels, cotton balls, etc. down the toilets.
8. Cast members are responsible for their own props. Please check your props before each rehearsal and performance, and return your props to the prop table when you are through. Please do not handle or move props not belonging to you. Any mishandled props will be confiscated by the artistic staff.
9. **No cast members may leave the backstage area in costume or make-up at any time. Cast members must remove all costumes and make-up after the performance prior to meeting their family and friends.**
10. For the safety and security of our cast, no one will be allowed to enter or exit to the University PAC through the backstage doors near the Studio Theatre. All dancers, parents, and guests must enter and exit through the stage door awning entrance.
11. **All cell phones must be left in dancers' bags at all times. Phones must be left on silent and aren't allowed backstage.**