



CHILDREN'S DIVISION SPRING PRODUCTION UPDATE #2

Spring Production is almost here and as such, this is your final participant packet aimed at preparing you for our move to Matthews Auditorium for performance day on May 18! Included you will find information on drop-off and pick-up procedures, as well as important theater and wardrobe reminders.

IMPORTANT DATES

Saturday, May 18, 2019:	Spring Production Performance
Monday, May 6 – Sunday, May 12:	Final Week of Children's Division Classes
Monday, May 13 – Sunday, May 19:	No Children's Division Classes
Sunday, May 19, 2019:	Spring Production Cast Party

PROMPT ARRIVAL

On Saturday, May 18, students must arrive **IN COSTUME** at the theater by their designated drop-off time and be ready to go directly to the stage for rehearsal. That means their hair and any light makeup they may desire to wear should be done in advance. Every class rehearses once on the stage before the show, and this is their only opportunity to do so. ***A timely arrival is crucial! Students who are not at their rehearsal will not be able to perform in the show.***

CELL PHONES

Cell phones should be turned off during the performance except for the designated emergency contact person - their phone should be kept on vibrate at all times. A week prior to Spring Production, you'll receive an email with the Academy's temporary Spring Production emergency contact number. This number should be used for all urgent communication during the week of Spring Production. Since our staff will be at the theater all week, we will be unavailable to answer incoming calls at our Administrative Office.

PHOTOGRAPHY & VIDEO

Professional photos of students on stage will be taken from the audience during dress rehearsal and the performance. Approximately 6 weeks following the performance, families will be provided with a link to the online gallery so they may purchase prints at discounted rates directly from our photographer. The performance will also be professionally filmed and a complimentary DVD will be sent to you approximately 8 weeks following the production. **Please remember all other photography and video recording is *prohibited* during Spring Production.**

For those students desiring individual portraits, our photographer, Hiromi Platt, offers individual photo sessions. Her photography portfolio is available at www.hiromiplattphotography.com and includes photos of Cincinnati Ballet's professional company. To schedule individual sessions, please contact her at hiromiplattphotography@gmail.com.

CAST PARTY

We hope you'll join us for our second annual Spring Production Cast Party. Dancers and families are invited to gather at the Ballet Center on **Sunday, May 19, from 1:30-3:30 PM** for refreshments, celebration, and a special sneak preview of our Main Division performance video. No RSVP required! Children's Division students are welcome to wear their costumes if they desire.



Children's Division Spring Production performances feature approximately 300 students from the ages of 3-8. The following procedures have been adopted to ensure the safety of all students during rehearsal and performance at Matthews Auditorium. We greatly appreciate your attention and cooperation.

Performance Date: Saturday, May 18, 2019
Matthews Auditorium @ Princeton High School
100 Viking Way, Cincinnati, OH 45246

Students must be on time. Be sure to allow adequate time for travel to Matthews Auditorium. The Auditorium is approximately 20 minutes (without traffic) north of the Cincinnati Ballet Center.

STUDENT DROP-OFF

Students: All Children's Division Performers
Location: Stage Door (located outside on the left side of the building)

PLEASE REVIEW THE ENCLOSED ARRIVAL SCHEDULE FOR SPECIFIC DROP-OFF TIMES FOR EACH CLASS. STUDENTS SHOULD ARRIVE IN COSTUME AND READY FOR THE STAGE.

- Parents should park and walk students into the Stage Door Entrance. Parent volunteers will be there to check students in and escort them to their designated classroom.
- At student check-in, parents will be provided with a pick-up voucher for their student. **Keep this in a safe place!** This voucher must be presented at the end of the performance in order to pick up your student.
- Once students are checked in, parents are kindly asked to leave the backstage area. Parents not on the designated volunteer list are not permitted backstage.

STUDENT PICK-UP

Students: All Children's Division Performers
Location: Performer's Exit (located on the right side of the auditorium lobby)

PLEASE BE SURE TO BRING THE STUDENT PICK-UP VOUCHER YOU RECEIVED AT STUDENT CHECK-IN.

- At the end of the performance, we ask that one parent (and one parent only) proceed to the student pick-up location designated as the Performer's Exit.
- Parent volunteers and Academy staff will collect your pick-up voucher and direct you backstage to pick up your student and back out to the main lobby.
- With all students being dismissed at the conclusion of the performance, we understand this is a time-consuming but important process. We kindly ask your patience as we ensure students are dismissed to the correct adult. Students may not be picked up during the performance.

PLEASE NOTE: Parents are NOT permitted backstage for any reason unless they are on the official Parent Volunteer list. This is to help ensure the safety of your students during the performance.



CD SP 2019: STUDENT ARRIVAL SCHEDULE

Please review carefully and note your student's arrival time! Students who arrive past their rehearsal time may not be able to perform in Spring Production.

All students should be escorted by a parent to student check-in at the Stage Door (located outside to the far left of the building).

Show 1: May 18 @ 11:00 am					
<u>Class Day</u>	<u>Level</u>	<u>Class Time</u>	<u>Teacher</u>	<u>Class Color</u>	<u>Arrival Time</u>
Wednesday	CD2	5:15 PM	Ms. Donna Anderle	Blue	8:50 AM
Saturday	CD1	10:30 AM	Ms. Claire Wyatt	Yellow	8:50 AM
Monday	CD2	6:15 PM	Ms. Donna Anderle	Navy	8:50 AM
Saturday	Ballet Moves	1:40 PM	Ms. Donna Grisez		9:00 AM
Saturday	CD3	9:00 AM	Ms. Rosa Compostella	Gold	9:00 AM
Monday	CD1	5:30 PM	Ms. Donna Anderle	Red	9:10 AM
Saturday	CD1	9:00 AM	Ms. Claire Wyatt	Maroon	9:10 AM
Monday	CD3	4:00 PM	Ms. Donna Anderle	Silver	9:10 AM
Saturday	CD2	11:15 AM	Ms. Lauren Lassila	Lavender	9:20 AM
Tuesday	CD1	4:00 PM	Ms. Donna Anderle	Purple	9:20 AM
Wednesday	CD1	4:30 PM	Ms. Donna Anderle	Green	9:30 AM
Wednesday	CD3	4:00 PM	Ms. Courtney Hellebuyck	Teal	9:30 AM
Tuesday	CD3	5:30 PM	Ms. Donna Anderle	Pink	9:30 AM

Show 2: May 18 3:00 pm					
<u>Class Day</u>	<u>Level</u>	<u>Class Time</u>	<u>Teacher</u>	<u>Class Color</u>	<u>Arrival Time</u>
Thursday	CD2	6:00 PM	Ms. Donna Anderle	Blue	1:00 PM
Saturday	CD1	9:45 AM	Ms. Claire Wyatt	Peach	1:00 PM
Saturday	CD2	12:00 PM	Ms. Lauren Lassila	Lavender	1:00 PM
Thursday	CD1	4:30 PM	Ms. Courtney Hellebuyck	Purple	1:10 PM
Wednesday	CD1	9:30 AM	Ms. Donna Anderle	Teal	1:10 PM
Tuesday	CD2	6:00 PM	Ms. Lauren Lassila	Green	1:10 PM
Thursday	CD1	5:15 PM	Ms. Courtney Hellebuyck	Yellow	1:20 PM
Saturday	CD1	12:45 PM	Ms. Lauren Lassila	Pink	1:20 PM
Tuesday	CD2	4:45 PM	Ms. Donna Anderle	Orange	1:20 PM
Saturday	CD2	1:30 PM	Ms. Lauren Lassila	Maroon	1:30 PM
Sunday	CD1	11:00 AM	Ms. Lizzy Moeller	Gold	1:30 PM
Saturday	CD3	10:00 AM	Ms. Rosa Compostella	Red	1:30 PM

To ensure rehearsals and performances run smoothly and safely, we appreciate your attention to the below.

BACKSTAGE ETIQUETTE

Please discuss the expectations below with your student prior to their arrival:

- All students must remain in their designated classroom and bring a towel, blanket or yoga mat to sit on. Parent Volunteers are assigned to each room to support them and escort them to and from the stage.
- Absolutely no running or yelling in the theater or backstage area at any time.
- Only clean snacks and water are permissible backstage. Students should eat a good meal prior to arriving at the theater. ***Absolutely no peanut or nut products at the theater, please.***

WHAT TO WEAR

What to wear:

- **Costumes:** Students must arrive at the theater already dressed in their costume. We recommend girls NOT wear underwear as it can distract from the costume. Girls should wear clean, pink, footed tights that are free of runs, snags or holes and clean, pink ballet slippers. Boys should wear black tights or leggings, clean, white socks (should cover the ankle) and white ballet shoes along with their costume.
- **Cover ups:** Please have students wear jackets or sweaters that zip up and are not pulled overhead.
- **Hair:** Girls should arrive with their hair in a medium bun (see Bun 101 Guide) as all dancers should have a uniform look. Some costumes come with a coordinating hair accessory. Please secure the coordinating hair accessory as shown in the picture on the costume bag. Please no additional hair accessories (i.e. scrunchies, ribbons, etc.). Boys' hair must be well groomed and away from their face. We recommend hairspray to keep hair out of their face through the rehearsal and performance.
- **Make up:** Stage make-up (blush, brown eye shadow and lip gloss) is acceptable but optional. Make-up should be applied prior to arrival at the theater. Make-up is not allowed backstage in order to keep costumes and dancers clean.
- **Jewelry:** All jewelry should be left at home. No jewelry is permitted on stage.

WHAT TO BRING

What to bring:

- An extra pair of footed tights
- Ballet shoes
- A blanket, towel or yoga mat to sit on
- A small "clean" snack*
- Water in a closed container
- Books or a quiet game/toy/activity

What not to bring:

- Messy or sticky foods
- Anything containing nuts or peanut butter
- Beverages other than water
- Make-up
- Jewelry and valuables
- Noisy games, cameras, electronics, gaming devices

*Clean snack examples: pretzels, animal crackers, veggie sticks, crackers, string cheese

Please make sure all your student's belongings are clearly labeled. The Academy is not responsible for lost or stolen items.

Thank you so much for your assistance in making Spring Production such a fantastic experience. We look forward to celebrating your students on stage soon! As always, should you have any questions or concerns, please don't hesitate to contact us at 513.562.1111 or cbacademy@cballet.org.



All female students should arrive at the theater with their hair in a medium bun*. For guidance in making a secure bun, below are a few helpful tips.

*For students with short hairstyles where a bun is not possible, please secure hair away from the face with bobby pins or hair clips and hairspray.

1) Start by making a good ponytail.

When pulling hair into a ponytail, it is helpful for hair to be slightly damp or sprayed gently with hairspray. A good ponytail is slicked tight to the head **without wisps** (those little stray hairs hanging down). You can usually get rid of stray hairs by using a bristle brush to smooth them back once you have made your ponytail. The height of your ponytail for a medium bun should be in line with the top of the ear. Unless otherwise instructed by your teacher, all students should have a medium bun.



MEDIUM BUN

Medium ponytail in line with top of ear

2) Pull the ponytail straight out and twist it into a tight rope. Then coil the hair around the ponytail holder.

It should look similar to a cinnamon roll! You may need to secure it with bobby pins as you go around if the ponytail is very long. Once the whole rope is coiled, tuck the tail under the edge of the coil and secure all the edges with bobby pins.

3) Use a hairnet that matches the color of your hair and loop it over the bun. Pull the net tight across the bun and twist the net.

Keep looping it over the bun and twisting it until all the net is used. Tuck any extra under the edge of the bun. Secure with a few extra bobby pins.

4) Finish everything by spraying hair with a strong-hold hairspray.

If you have very curly, wavy or unruly hair, you may need to use hair gel or "hair glue."

All bun supplies may be purchased at your local drugstore in the hair styling section.