



The Nutcracker 2018 Handbook



Inland Empire Contemporary Ballet, Inc.



Handbook 2018

Inland Empire Contemporary Ballet, Inc. Performance Rules and Guidelines

These rules and guidelines apply to ALL dancers

Section I: Theatre Rules

*Parents – please go over these rules with your children before the first day at the
Grand Terrace Performing Arts Center*

1. Entire cast must sign in upon arrival. (Children need to be signed in and out by an adult)
2. No eating in the dressing rooms. Only water is allowed for drinking. Remember to tidy up the dressing room: throw all trash away and hang up costumes ***BEFORE YOU LEAVE***.
3. All food must be brought to the Green Room for consumption. Please, do not bring messy, stain causing items. ***PLEASE KEEP THE AREA CLEAN.***
4. No eating in costumes. The costumes must remain clean and stain-free.
5. Costumes are to be removed between stage appearances!
6. No sitting in costumes. Wrinkles and creases look bad on stage.
7. No running or yelling backstage. Please bring quiet activities to entertain yourself during rehearsals and performances – books, cards, board games, etc.
8. Only performers and production personnel for the event are allowed to sit in the theatre during rehearsals. If you want or need to stay with your child, please sign up as a backstage volunteer.
9. No watching rehearsals or performances from the wings (off-stage area). Volunteers who help with children's entrances and exits must wear all black so that you are not seen by the audience.
10. Backstage parent volunteers – your participation is invaluable and greatly appreciated during our rehearsals and performances! You will be responsible for getting your group into their costumes, makeup (if necessary), and on and off the stage. Specific details will be provided to you closer to the show. When you are backstage, please stay with and assist your entire group and not just your child.
11. There will be no cameras allowed on stage or in the wings unless authorized by the Artistic Director.



12. The hallways backstage must be kept clear for quick changes and tech personnel, so please restrict the taking of group pictures to the Green Room. If you would like to take a group photo in costume, please do so immediately after your dance during dress rehearsal only.
13. No show participant may watch rehearsals from the auditorium while in costume or in makeup.
14. Absolutely no talking once you have entered the stage area.

Section II Costume, Hair and Makeup Requirements for Rehearsals/Performance

Rehearsal: Girls must have hair in a bun, bangs pulled back and secured. Guys/girls must have natural hair colors (no blue/pink/green, etc.) and neatly combed.

Performance: ALL buns must be covered with an invisible hair net.

Section III Makeup Application Step-by-Step guide

Please use the parts that apply to you. Please note: Children's makeup should be put on with a light hand. The makeup is used so that their features are not completely washed out under the stage lights. However, we would like the children to still look like children, and boys to still look like boys.

1. Clean – Always start with a fresh clean face
2. Moisturizer – Apply a light moisturizer to face, neck and chest-to costume area
3. Concealer – two or three times lighter than your foundation. Or use white under-base if your foundation is very light. The concealer should be used to white out blemishes or under-eye circles and to soften smile lines and wrinkles.
4. Foundation – is applied over the concealer to the entire face, before putting on your costume. Use a neutral, natural looking base to match your skin.
5. Powder – neutral or translucent powder should be applied after rouge or before blush. Powder all over, and then remove excess with a powder brush.
6. Blush – is applied next. You are best off creating a subtle triangular shape underneath the cheekbones, in rust or brown colors for men and non-blue reds or coral for women. (A blue-red often turns purple under stage lights.)
7. Eyes, the most expressive feature of the face, can become a dark hole, or can show sparkles, sense of humor or romantic intent.



a. Eye shadow – requires a three –part application: a color line (medium shade, a contour line (darkest shade), and a highlight line (lightest shade). Choose soft colors, brown or charcoal. Not green, purple or blue. Don't try to match the color of your eyes. You are too far from the audience.

1. Apply the color line (medium shade) close to the lashes. Then, the contour line (darkest shade) is applied: Slightly above the color line if the eyes protrude, 2. A bit higher if the eyes are small, 3. Midway between upper lid and brow if the eyes are deep set. The highlight line (lightest shade) may be the foundation base color and is applied above the contour line to brow. Overall, the effect must be gradual and smooth shading from eyelashes to the eyebrow.

b. Eyebrows – are made with short, soft strokes above the natural brow line. Block out droopy or hairy brows with foundation base.

c. Eyelashes – apply false eyelashes about ¼” from the inside corner to the outside corner of the eye – you may prefer to open the eye line by raising the outer corners upward.

d. Eyeliner – the top line should be applied directly above the eyelashes, and extend about ¼” out and up from the outside corner of the eye. The bottom line is applied below the natural lid and is most frequently just a straight line from the inside corner. If the eyes are very large and do not need to be “opened”, the line may be placed directly on the lower lid to meet the outside corner.



Hair and Make-up Diagram These are excellent examples of ballet hair & makeup.



Lipstick – (Women please use Maybeline Red Revival); men use a neutral color. Use a darker pencil or brush to outline the lips. Outlining permits a change in shape, and enlarges or makes the lips smaller. Blot, re-powder, and reapply lipstick. Lip-gloss should NOT be used since it catches flying hair and smudges on costumes. Remove your makeup thoroughly with a makeup remover and/or gentle cleanser (Cetaphil). Please remember, children have especially sensitive skin.

Section IV Rehearsal/Performance Rules

- a.) I agree to the following terms for my/my child's participation in the Inland Empire Contemporary Ballet, Inc.'s production of "The Nutcracker Ballet" on Saturday, December 8th & Sunday, December 9th, 2018: I/my child will attend all scheduled classes, rehearsals, and costume fittings for "The Nutcracker Ballet". I will notify the Inland Empire Contemporary Ballet, Inc. of any late arrivals or absences ahead of time. I understand that no more than 3 rehearsals may be missed and that missing more than two rehearsals may result in being removed from "The Nutcracker Ballet" unless already stated on the audition form.
- b.) I/my child acknowledge that "The Nutcracker Ballet" performances will take place at the Grand Terrace Performing Arts Theatre on the dates and times noted below. All Performers are required to arrive at the theater in full make up and with hair styled for performance at assigned call times.
- c.) I/my child agree to return my child's/my costume(s) to the costume department after EVERY performance at the Grand Terrace Performing Arts Theater, before leaving the theater. The costume(s) and all of its parts will be returned to the hanger marked with the dancer's name before leaving the theater, or you will be charged \$150.00 per missing item.
- d.) I/my child acknowledge if all or part of my child's/my costume(s) is missing or damaged, I will be charged a \$150.00 fee. I/my child acknowledge the role(s) assigned by IECB staff is for the productivity of the production. I/my child agree to sell at least 5 tickets.



APPROPRIATE ATTITUDE & BEHAVIOR

All IECB Nutcracker and company members are "Ambassadors" for IECB. Appropriate attitude and behavior standards are expected in public as well as at the studio. This includes the studio, public performances, parades, social events, and public forums such as the internet (i.e. online social networks). No video of rehearsals or performances may be posted on the Internet (i.e. online social networks.).

Consequences for Inappropriate Attitude and Behavior

IECB will not keep dancers who behave inappropriately. Dancers who continue to undermine the artistic integrity and safety of the production by exhibiting negative attitudes towards casting or rehearsals standards forfeit good Standing and may be immediately dismissed by the Artistic Director from the production without any refunded money. A dancer may be dismissed from the production without credit for violating any of the following items:

- Negative attitude towards casting.
- Rehearsals: missing, being late or leaving early
- Rehearsals: talking during, poor attitude, negative body language, reckless behavior
- Correcting other dancers
(this is the job of the Artistic Directors or Rehearsal Assistants ONLY)
- Not honoring the dress code
- Improper or indecent attire or behavior, such as a) Derogatory/inappropriate comments or obscenities in any public forum such as — but not limited to — the studio, outside social functions, or the internet (i.e. online social networks). b) Reckless care of props or costumes. Illegal activities of any kind will result in immediate expulsion from the production.

REHEARSAL STANDARDS

- All "Nutcracker" dancers are expected to conduct themselves in a professional manner and respect their teachers, directors, choreographers and fellow dancers during all rehearsals.
- No talking, whispering, texting or using cell phones during class or rehearsal.
- For dress rehearsals and photo shoots, dancers will have required shoes, hair and accessories, but no nail polish or unauthorized jewelry. Dancers need to have sufficient pointe shoes for all rehearsals. Dead shoes are not an excuse to be off pointe in a rehearsal for an en pointe role.



- Dancers who incur a short-term injury are required to come to the studio and observe all rehearsals.
- Understudies are required to attend all rehearsals and dance full out when directed.
- Dancers must report any illness to an Artistic Director *BEFORE* class or rehearsal begins. Dancers are not to phone during class or rehearsal to discuss absences or rehearsal schedules except in an extreme emergency.
- Tardiness is NOT ACCEPTABLE, nor is leaving early. ON TIME means dressed, with shoes and hair ready and thoroughly warmed up. This generally means you should arrive at least 10 minutes prior to rehearsal.
- Dancers are responsible for remembering their parts by reviewing them between rehearsals.
- Tech/Dress Rehearsals at the theatre are open ONLY to Company members, “Nutcracker” dancers and volunteers. Others MAY NOT be at the theater to watch.
- Company dancers must attend Company Classes prior to rehearsals at the theater. Schedule accordingly. Any company dancer who misses the warm-up on these days may not be allowed to perform.
- Dancers may be allowed to participate in other professional performances only with prior permission from the Artistic Directors and only if the contract goes through the Artistic Directors. Do not ask for dates that conflict with IECB’s schedule.

Inland Empire Contemporary Ballet, Inc. Executive Board of Directors

President/CEO: Jamie Azpeitia-Sachs
Artistic Director of the Inland Empire
Contemporary Ballet & Riverside Small
Business owner

Vice President: Esmerelda Veik
Special Education instructor,
San Bernardino Unified School District

Treasurer: Melissa Runnells,
Social Worker County of Riverside

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Kelly Lamoureux, Former Canada National
Ballet School, Ballet/Pilates Instructor Riverside
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Charmaine Hunter, Former Principal
Dancer for the Dance Theatre of
Harlem/Co-Director Texas Ballet
Theatre, Co-Founder Las Vegas Dance
Theatre

*Estella Benson, Music
Practitioner/Composer/Educator and Author in
International Healing Music
deceased

Inland Empire Contemporary Ballet, Inc. Mission Statement

The Inland Empire Contemporary Ballet, Inc., is a private, non-profit organization that exists solely for the purpose of providing educational and performance opportunities in classical and contemporary ballet to dancers from the Inland Empire. Each student is here on full scholarship. We are open to participants and audiences of all ages, genders, and demographics, while aiming to help dancers reach their full potential in the art of ballet. We serve the Inland Empire by providing training and productions the highest possible quality for the artistic welfare of our vast community. This mission is accompanied by a commitment to expand the Company's audience and make ballet accessible to the public through touring, education programs, the use of media, outreach ventures, as well as captivating the Inland Empire's large and diverse audience.

*Jamie Azpeitia-Sachs, Artistic Director · Maria Palencia Quiroa, Assistant Rehearsal Director
Sydney Azpeitia, Children's Rehearsal Director · Vanessa Orozco, Children's Assistant Rehearsal Director*

** For current information regarding The Nutcracker, please visit our website: www.DanceIE.com **



** Please Sign and return by Sunday, September 30, 2018 **

I have read the Inland Empire Contemporary Ballet, Inc.'s "The Nutcracker" Handbook 2018 and understand ALL that is included. I am committed to abide by the rules. I understand that I may not be able to participate in this year's Nutcracker if I miss the (3) allowed amount of rehearsals. I also realize that it is an obligation to keep myself in shape by being consistent with my class attendance.

I authorize the Inland Empire Contemporary Ballet, Inc. to use any photos of my child during class, rehearsal, or performance for marketing materials such as social media, website, newspaper or ads. ()

I will return ALL costumes in the manner of which was loaned to me or incur a \$150.00 charge ()

I do not authorize IECB to use my child's photo in any way. ()

Student _____ date _____

Parent _____ date _____