

# berkeley ballet theater

## Policies Handbook

September, 2011

### Welcome Students and Parents

We hope this handbook will be helpful in answering your questions and clarifying our school policies.

### Staff Business Hours by Appointment:

***Ilona McHugh***

*Artistic Director*

extension 111

*Office Hours:*

*Monday 3:00 – 4:00 p.m.*

*Wednesday 4:00 – 5:00 p.m.*

*Tuesday and Friday 2:00 – 4:00 p.m.*

***Susan Weber***

*Associate Artistic Director*

extension 113

*Office Hours:*

*Tuesday 2:00 – 4:00 p.m.*

*Thursday 2:00 – 4:00 p.m.*

***Deborah Moss***

*School Principal*

extension 112

*Office Hours:*

*Monday and Wednesday 3:00 – 4:00 p.m.*

*Friday 5:00 – 6:00 p.m.*

*Saturday 12:30 – 1:15 p.m.*

*Tuesday and Thursday by appointment*

***Karen Olson***

*Office Manager*

extension 114

*Office Hours:*

*Monday and Thursday 4:00 p.m. – 6:00 p.m.*

*Tuesday and Saturday 10:00 a.m. – 12:00 noon*

*Wednesday 5:00 – 6:30 p.m.*

**2640 COLLEGE AVE  
BERKELEY CA 94704  
510 843-4687 or 510 843-4688**

# **berkeley ballet theater**

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## School and Classroom

### Introduction

It is our desire to give our students the very best training available. Our school and studio policies are designed to teach our students the decorum and procedures practiced in the dance profession throughout the world. We believe that these policies also teach valuable lessons and discipline for everyday life.

### School

BBT reserves the right to **cancel** any class with an enrollment of less than five students.

Students are placed in the appropriate level by the Artistic Director and/or the School Principal. After observing the student and consulting with the teaching staff during the first two weeks of classes, the Director or Principal may reassign a student to a different level. The careful placement of each student is taken very seriously and is very important to the proper development and safety of the student. Therefore, **appeals regarding placement are not accepted.**

Parents are invited to **observe classes** during the last class date of the months of **September, November, January, March, and June**. We encourage you to take advantage of this policy as often as possible, but please do not plan to visit during other times without the permission of the instructor.

Both students and parents are responsible for reading and acting on the written notices posted on the bulletin boards. Plan to come early to check the board before class. (See the section titled "Communication with Parents/Guardians.")

### Classroom Etiquette and Dress Code

If a student will be **absent** from class, please leave a message with the School Principal at **extension 112** or email **Deborah@berkeleyballet.org**

Students must arrive on time for class properly dressed and ready to dance. A student arriving **more than 10 minutes late** may be asked to observe class. Important warm-up exercises take place in the beginning of class. A student who is not properly warmed up could be injured. Late arrivals are disruptive to the class. Should a student arrive late she/he should wait quietly inside the door until invited to join the class by the teacher. Due to increased

security, the Studio One door may be locked after class begins. Please ring the doorbell, which will ring inside Studio One.

We **keep the doors to the studios closed** while classes are in session in an effort to keep the sound from disturbing the other occupants of the building. Please remember to close doors behind you as you come and go. Parents should wait outside the door until class is finished.

Students must conduct themselves quietly and politely while in class and while waiting for class on the stairs and in the bathrooms. Parents, please model **whispers and subdued voices** for your young children.

Manners and proper etiquette are part of classical ballet training. Talking in class is not allowed, except when questions or comments are invited by the teacher. Students must be attentive while others are dancing and during all demonstrations and corrections. There is no sitting or lying on the floor except when it is part of the class. It is customary in ballet to address teachers as “Miss” or “Mister.” Students who are disruptive will be given a warning. If they continue to be disruptive, they will be asked to observe the class or wait in the office. We will discuss such problems with parents. If a student is asked to sit out three classes, they will be dismissed from the school. Tuition will not be refunded.

Ballet *barres* are for ballet warm-up only. They are not as strong as gymnastic bars. Therefore, leaning, swinging, or hanging on the *barres* is strictly forbidden.

Students in Level 1 and above are urged to **make up missed classes**. Classes may be made up in a level equal to or below the student’s current level. Classes must be made up within the same academic session (i.e., summer classes during the summer sessions and regular classes during the academic year, September to June) and in no case later than 30 days after the missed class. No adjustment will be made to tuition for missed classes. Classes not made up are lost (both financially and technically). Make-up slips are available outside the office. They should be filled out by the student or parent, presented to the teacher of the make-up class, and returned signed to the office.

Girls’ **hair** in all Levels (Pre-Ballet through Level 7B) must be properly groomed for ballet class: long hair must be secured in a bun; short hair must be pulled back from the face and off the neck. Ponytails are not acceptable. For guidance in making a ballet bun, see our website [www.berkeleyballet.org](http://www.berkeleyballet.org); click on the Children’s Classes tab and click on the link “Uniforms & Hair,” then follow the link at the bottom of the page “How to Make a Ballet Bun.”

Students must be dressed in the **required class uniform** as follows:

LEVEL	TIGHTS	LEOTARD STYLE	COLOR	SHOES
Pre Ballet And Primary Girls	ballet pink	Long sleeve, scoop-neck	white	pink
Level 1 Girls	ballet pink	cap sleeve, scoop-neck #2105	white # 139	pink
Level 2 Girls	ballet pink	cap sleeve, scoop-neck #2105	light pink # 140	pink
Level 3 Girls	ballet pink	cap sleeve, scoop-neck #2105	light blue # 142	pink
Level 4 Girls	ballet pink with seams	tank style #2100	periwinkle # 524	pink
Level 5 Girls	ballet pink with seams	tank style #2100	deep sea # 551	pink
Level 6 Girls	ballet pink with seams	tank style #2100	burgundy # 144	pink
Level 7A Girls	ballet pink with seams	camisole style #2515	raspberry # 552	pink
Level 7B Girls	ballet pink with seams	camisole style #2515	royal blue # 136	pink
All Level Boys	Black shorts or tights with dance belt  Plain white T-shirt			white shoes white socks

Dancers who are in a **split or “+” level** must wear the uniform color of the lower level until they have been fully promoted.

The required uniforms are sold by **SF Dancewear, 5933 College Avenue, Oakland. (510) 655-1306.**

Students may wear their old uniform or a different brand as an alternate as long as it is basically the same color and style. Black leotards may **NOT** be worn as alternates. Tights must be worn under the leotard and over the feet and in the shoes for class. For Youth Company rehearsal, a colored leotard, black tights and skirts are allowed. For Modern class, students may also opt for plain black or BBT logo tight-fitting shirts and pants at the discretion of the teacher. Students may not wear warm-ups, legwarmers, shorts, or ballet skirts

during class or rehearsal, except as described above. Students not properly attired or groomed will be asked to observe the class.

**Students must always arrive and leave the Studio in street clothes and street shoes.**

**Jewelry may not be worn** in class. Put jewelry in your ballet bag or, preferably, leave it at home to avoid losing it. Keep your ballet bag and other **belongings with you** in the studio. Items left on the stairs or in the hallway or bathroom are at risk of being stolen. A Lost-and-Found basket is located in the women's bathroom.

## **Registration**

BBT is a non-profit organization. Tuition policies are part of our efforts and commitment to keeping ballet classes affordable. We appreciate your cooperation in making prompt payments.

Enrollment is on a first-come, first-served basis, with priority going to returning students. We must have a completed and signed **registration form** before a student may take classes. The only exception is that a teacher may suggest that a student take a trial or placement class for a trial fee (\$20 for We Dance Together and PreBallet, \$15 for Levels 1 through 7) paid at the time of the trial class. Assuming the student enrolls, the trial fee is applied toward the cost of tuition.

Generally, enrollment is open for all levels in September (and Pre-Ballet through October if space permits). Enrollment then remains closed through December. Enrollment opens again in January (January and February for Pre-Ballet) for those levels that have space. Registration forms are available outside the Studio B door; you may download them from our website [www.berkeleyballet.org](http://www.berkeleyballet.org), or you may request a form to be mailed to you by calling the School Principal at (510) 843-4687 ext. 112. Some classes and workshops may be available for online registration from our website.

## **Tuition**

Students are presumed to be enrolled through the end of the academic year, and parent/guardians are responsible for the full yearly tuition. Tuition is not refundable, except in cases of extended illness or injury, for which we require a written excuse from a physician. If a **student must withdraw** from class, we require a **30-day written notice** to waive a balance of tuition, less a **\$30 processing fee**.

The following payment plans are available (note: payment dates are for financing purposes and do not correspond with class "sessions"):

One Payment Plan—One payment due September 1

Two Payment Plan—Two payments due September 1 & January 1  
(includes 5% financing fee)

Three Payment Plan—Three payments due Sep 1, Dec 1, March 1  
(includes 10% financing fee)

Students who enroll in January or other times during the year will have their tuition pro-rated.

We accept cash, checks, VISA and MasterCard. We prefer checks because they keep our handling costs at a minimum. Refer to the appropriate tuition schedule (included in your registration packet or posted outside the office door) to determine the amount of your payment. We offer a **price break** when tuition payments are made **by cash or check** instead of credit card. When making a payment by cash or check, subtract \$40 (\$20 for Pre-Ballet) from the payment amount listed in the tuition schedule. Make checks payable to “Berkeley Ballet Theater” or “BBT.”

Please **drop off your payment** (with your student’s name written on the memo line of the check) in either the “Tuition Slot” (the gold mail slot across from the office door in Studio B) or the green metal mailbox outside the Studio B door. **Or you may mail your payment** to: Berkeley Ballet Theater, 2640 College Avenue, Berkeley, CA 94704. Do not leave payments with a teacher.

There is a **discount** of 10% of the annual tuition amount for **siblings**. The discount is applied to the lower tuition(s) only. For example: for a family with a student in Level 2, a student in Level 4 and a student in Level 5, a discount of 10% would be taken from the Level 2 tuition and the Level 4 tuition.

Payments not received by the 10<sup>th</sup> of the month they are due are subject to a **late fee** of \$10. A balance over thirty days is subject to a finance charge to 12 percent per annum. **Returned checks and declined credit card payments are subject to a \$15 fee.**

All families must include a VISA or MasterCard number, expiration date, CVV#, the name printed on the card, and authorization signature on the registration form. In the event a payment is more than 30 days late, unless you make other payment arrangements with the Office Manager, BBT will charge your credit card for the tuition amount, the \$10 late fee, plus a \$25 **finance charge**.

Parents who are in arrears in their payments will be asked to keep their student home.

Partial **tuition assistance** is available for families of students in Levels 1 through 7. To apply, request an application from the office and turn it in by September 1. To be considered you must have paid at least the first of 3 payments. The amount of assistance is determined by the Board of Directors, is subject to budgetary constraints, and determined by an objective assessment of financial need. Past awards have typically ranged from 5% to 30% of annual tuition. There is no guarantee that assistance will be awarded, and decisions of the Board of Directors are final.

## **Communication with Parents/Guardians**

**Posted notices on the bulletin boards** near the studios are the most immediate method of communicating class changes, casting and call times for performances, deadlines, ticket availability, video sales, and other information that changes from time to time. The school Calendar shows holidays and breaks and performance and rehearsal dates. Make a habit of checking the boards each time you bring your student to class. If you see a new piece of paper, read it!

**Official BBT emails** will be sent from the office and/or artistic staff. Please add these email addresses to your contacts to ensure you receive important notices.

**Hand-outs** in class include information about optional classes, order forms for tickets, videos, flowers, and T-shirts during performance times, and occasionally messages from the Director or teacher for that particular class. The most crucial hand-out is the **Permission Slip** for participating in performances. The *Nutcracker* Permission Slip is handed out in October, and the Spring Performance Permission Slip is handed out in February. Keep an eye on your student's ballet bag—these notices have a tendency to hide at the bottom.

**Level parents** are chosen from among those who volunteer via the registration form at the beginning of the year. The level parent (one or more from each level Pre-Ballet A through Level 7B) serves as a liaison between the artistic and administrative staff and the families, reminding parents by telephone or email of important events and dates and helping to coordinate volunteers for performances and fund-raising events. Please add this email to your contacts to ensure that you receive important information.

**The Newsletter** is published several times a year by parent volunteers. It contains articles about performances, master classes, staff members, and other information of interest to the BBT community. Look for it especially around observation days (see the section titled "School," above).

**Conferences** are scheduled after the Spring show (late May or early June). A sign-up sheet will be on the bulletin board with available time slots for each level. These short conferences are a time for teachers, parents, and students to

discuss the student's progress during the year. The student's **placement** for the following year is **not** discussed at this time. Placement letters are mailed after the Summer Workshops and after the Director and Principal have reviewed teacher evaluations and students' summer progress. During the year, a student or parent may request an appointment for a conference with any teacher or staff member. Please be aware that most teachers teach "back-to-back" classes and can not give proper consideration to questions at the beginning or end of class.

## Optional Classes

The **Youth Company** is comprised of students selected by audition from among those enrolled in Level 7. The audition takes place in early September and consists of an advanced class in ballet technique, pointe work and modern dance. Youth Company students rehearse nearly every Saturday afternoon and sometimes on Sundays, preparing for principal roles in *The Nutcracker*, and both ballet and modern pieces in the Spring show. They also have opportunities to perform outside BBT in school outreach performances, community dance showcases, and sometimes regional or even international tours, often with professional dancers. There is an additional fee to cover the added costs of rehearsal time and costumes (currently \$500 for Youth Company Members and \$375 for Apprentices), payable during October. Level 7 students may take adult classes on a drop-in basis at no charge.

**Boys' Class** is offered one evening per week. The class is by invitation only, and the student must be enrolled in regular ballet classes and have had some ballet experience. The class includes strengthening and conditioning exercises and practice in leaps and jumps and preparation for partnering. There is currently no extra charge for this class.

**Technique Labs** and **Master Classes** and **Lectures** are occasionally offered to specific level classes or at special times. They may be taught by visiting professionals or focus on specific skills, such as *pirouettes* or *port de bras*. These classes will be announced by hand-outs and/or posted notices. There is sometimes an extra fee collected in advance for such classes.

**Workshops: Performance Workshop** is a special opportunity for Levels 4, 5 and 6, which consists of a series of 9 Saturday morning technique classes and rehearsals leading to a performance of short works in the Julia Morgan Theater. The show is general admission with a suggested donation at the door.

**We Dance Together** is especially for little children ages 2 to 4, with participation by a parent or guardian. This 45-minute class takes place on Tuesday or Saturday mornings. There are three 11-week sessions during the school year.

**Summer Session** is by separate enrollment and tentatively scheduled from July 5 through August 19, 2011. Options are Pre-Ballet (a series of 6 Saturday classes for ages 4 to 7), Technique classes for Levels 5 and up (up to 5 days per week for 1 to 6 weeks) and Summer Intensive Workshop (for ages 7 to 18). The Workshop is divided into 4 levels, A through D. The Workshop meets 5 days per week and includes, in addition to ballet technique, enrichment classes in other dance disciplines and lectures on topics such as dance history, choreography, costuming, nutrition and anatomy. Full details will be available in February.

## **Drop-Off and Pick-Up**

The following policies are meant to keep your children safe during the time they are in our care. Drop-off and pick-up policies are especially important. Personnel are often not on-site before and after class hours, so there is no supervision. Therefore, students should not arrive earlier than 15 minutes before class or their rehearsal/performance call time.

Students must be picked up **inside the BBT studios**. If we do not see parents/guardians meet a child, we have no way of knowing if a child has been safely picked up. **Please** do not ask your child to wait outside the theater, front or back. **It is not allowed**. If your child takes public transportation, or walks or drives herself/himself to and from BBT, please notify us in writing on your registration form. Please pick up your student on time. Teachers are often assigned to other classes and rehearsals and are not available to sit with students after classes.

There is **no parking** in the pink house parking lot next to the theater. This is designated for Julia Morgan Center personnel only. **Do not double park** or block neighbors' driveways. Residents of Benvenue Avenue have complained repeatedly about this problem and will call police to have cars cited if drivers double park or park illegally. There is nearly always parking within one block of the studios. Parking can often be found on Forest and/or Stuart by St. John's Church or on Benvenue or Hillegass in the direction of Ashby.

Teachers will keep students in the studio after class until a responsible, appointed adult picks up the student. If the teacher begins a class in a different studio, students who are not picked up promptly may be asked to wait in the office, or if there is no staff member available, will accompany the teacher to her/his next class.

All students, from Pre-Ballet through Level 7B, must wear **street clothing** when arriving or leaving the studios. Dance clothes must be covered. This is not only for reasons of safety, but also a matter of dance and theater etiquette.

Students are not permitted to leave the studios on their breaks. Students with long schedules should bring nutritious **drinks and snacks**. There is no eating or drinking allowed in the studio, except for bottled water. Students may eat or drink in the hall or stairway, so long as they keep voices very quiet.

Students should remember to use the **bathroom** before class begins to minimize interruptions. If you must use the bathroom, ask the teacher for permission and come back promptly. For Pre-Ballet and lower level classes, if there is a teaching assistant, the assistant may accompany the child to the bathroom. Please keep voices quiet while in the bathroom. The walls are very thin, and anyone in the office can hear every word you say!

Each student must properly dispose of her/his **trash and recycling**. The janitors do not clean every day. It is everyone's responsibility to keep our studios and surrounding areas clean and tidy.

## **Performances**

### **Performing**

BBT is a performing organization. The staff is committed to the goal of having all students in levels PreBallet and above perform in a professional-level stage production (which is more than a simple recital). Even the youngest students learn from the very beginning the policies, protocol, and traditions followed in the theater throughout the world. If they become a performer, they will have the knowledge and skills to act professionally. If they chose to enjoy dance as an audience member, they will have a greater appreciation and understanding of the art.

**Casting** is based on availability from the returned permission slips. If your student will not be available for one or more dress rehearsal or performance times, be sure to list it on the **permission slip**. Casting is a complex process and includes other factors such as carpools and siblings, number and relative sizes of costumes, compatibility of roles, groupings rehearsed in class, experience and stage presence, among others. Therefore, returning the signed permission slip promptly is essential. To cover the extra costs of rehearsal time and costumes, a **performance fee** is required from every student who chooses to perform. Younger siblings pay a reduced performance fee.

Once the cast lists have been posted on and around the bulletin boards, make written notes on your student's role(s) and cast(s). Each cast corresponds to a set of dress rehearsal dates and performance times, and may include

weekday morning Outreach performances. Make sure your student's casting matches her/his availability. If there are any discrepancies in casting or if her/his name is spelled incorrectly, report the error in writing to the School Principal at once. Casting determines your student's call times to rehearsals and shows and affects your ticket choices and volunteer availability, so be sure you understand the relationship between the cast lists and rehearsal/performance times. It can be overwhelming at first, so feel free to ask a veteran BBT family or staff member for help in interpreting the listings. Check the cast lists from time to time because occasionally changes are necessary.

**Call Sheets** and **Dancer's Checklists** will be handed out before Dress Rehearsals begin. These are good candidates for posting on the refrigerator because they contain the exact times dancers must arrive for all rehearsals and performances, what they must wear, their required hairstyles and makeup, and all the supplies they should bring with them.

Dancers must arrive at the studios at their assigned **call time**, which, depending on level and role, may be anywhere from 30 minutes to 4 hours before the show time. No dancer may arrive later than ½ hour before a performance time. This is a rule in all theaters. Even if a dancer will not appear until late in the ballet, it is necessary to know that all dancers are accounted for. In the event of an emergency or injury this allows a short time to recast.

BBT provides the actual costumes, but each dancer is responsible for providing the proper color and style of shoes, tights, leotards, hair supplies and makeup. Shoes, tights, and leotards must be clean. Costumes are worn by many dancers, so clothing underneath should be clean, dry, and free of odor. Dancers must wear **street clothes** to and from the theater. One does not show anything that is part of a costume, even tights, outside the theater. To do so would be poor theater etiquette. Female dancers in Level 4 and above need to have dance **trunks** (available at SF Dancewear) to wear under costumes. Male dancers must have a clean **white T-shirt** with no printed design to wear under jackets and costumes.

**No jewelry or nail polish** may be worn onstage. Tattoos must be covered; if pierced earrings cannot be removed they must be covered with a small, round Band-Aid.

Stage **makeup must not be worn outside** the studio or theater. Each dancer should have her/his own makeup remover (preferably one that does not require water) and tissues. Anyone who attempts to leave with stage makeup on will be asked to remove it.

Dancers must enter and leave the building through the regular studio doors, not the theater. Dancers may be met by friends and family at the studio doors after the performance, not in the theater. Friends and family are not

allowed backstage. They must never try to go backstage from the audience. This is a liability issue.

## Rehearsals

BBT endeavors to produce a well-rehearsed and professional quality performance. We try to keep the amount of rehearsal time to the necessary minimum. A quality performance requires extra rehearsal time as well as regular class training. We use some class time and extra Saturdays before the performance weekends for rehearsal. The **Saturday rehearsals** (5 Saturdays for *The Nutcracker* and 3 Saturdays for the Spring show) are absolutely mandatory. Holiday weekends (such as Thanksgiving) are not included in required rehearsals. Unexcused absence from Saturday rehearsal will result in the dancer being dismissed from one or more performances. If an unforeseen conflict or illness or injury arises, you must call the School Principal at extension 112 as far in advance as practicable, to possibly be excused from rehearsal.

**If a student wishes to participate in a performance, the student must make a commitment to attend all scheduled rehearsals.** There can be up to 75 dancers, including professionals, in just one performance of *The Nutcracker*. It is impossible to schedule around one student. If a dancer does not attend a rehearsal, it affects not only that dancer, but also other dancers who dance beside or make formations with the missing dancer. A performance is a team effort. Consider also that neither you nor we would want your student to appear on stage unprepared. To be fair to all and to produce a fine performance, **no exceptions to this rule can be made.**

The permission slip is treated as a written contract, just as in professional theater. Students and parents must reserve the full rehearsal time even though the dancer may not be needed for the full time. Actual rehearsal times for each role are posted on the bulletin boards **one week prior to each rehearsal date.** Make a note of these times when you come to the studios. For your convenience, the office staff makes an effort to record rehearsal call times a few days in advance on the office telephone answering system. Press 2 to hear the recording, and listen carefully because a dancer may be required for more than one stretch of time during any one rehearsal. In the case of changes or errors, however, the posted times on the bulletin board are the final determination.

**No dancer may miss Dress Rehearsal.** This is not just a BBT rule. It is universal theater policy. This is the only time students can rehearse in costume and on stage before their performance. It is essential to a good performance. **NO DRESS REHEARSAL = NO PERFORMANCE.**

## Tickets

BBT families are accorded an **eight-ticket voucher system** for purchasing Nutcracker and Spring tickets. When you turn in your child's permission slip, in addition to the performance fee described above, you will include the amount for your eight tickets. **Only one voucher per family** is required, not per child. The voucher, which will be held at the Box Office, must then be **exchanged for** a combination of **8 reserved seat tickets**. You must pick out your eight tickets either in person during Box Office hours or by phoning the ticket line at (510) 830-9524. After your first eight tickets, you can purchase additional tickets at the regular ticket price.

The Box Office, staffed by parent volunteers, will be set up upstairs at BBT. Box Office hours will be posted on the Parent Board. They are typically during all Saturday afternoon rehearsals and selected weekday afternoons in BBT, and during all Dress Rehearsals in the Julia Morgan Box Office in front of the theater. Tickets may also be purchased by telephone using VISA or MasterCard. **Ticket order forms** will be available outside the Business Office. The theater box office window opens 30 minutes before each performance for purchase of tickets for that performance only and for pick-up of will-call tickets. You may also purchase tickets for most shows using your VISA or MasterCard via our online ticket service, accessible through the BBT website [berkeleyballet.org](http://berkeleyballet.org).

The Spring **Pre-Ballet show** uses a separate set of ticket vouchers. The price of reserved seat tickets for this shorter program is less, about \$10. Each family with one or more Pre-Ballet students will be expected to purchase a ticket voucher good for 4 Pre-Ballet tickets (most recently \$40), which must be exchanged at the BBT Box Office for 4 reserved seat tickets.

Once tickets have been ordered, there are **no refunds**. However, if you need **to exchange tickets** for different seats or a different time, you may do so, subject to availability, during regular Box Office hours, with tickets in hand, up to 24 hours before the time stated on the tickets.

**If a show is cancelled** due to unforeseeable circumstances, BBT's refund policy is: 1) You may transfer your tickets to a substitute show, if provided, generally an added Sunday evening; OR 2) You may treat the unused ticket value as a tax-deductible donation to BBT. When you turn in your unused tickets, you will be sent a receipt for the donation; OR 3) You must turn in your unused tickets at BBT within 30 days of the cancelled show in order to receive a refund.

## Backstage Rules

### ***ARRIVALS AND DEPARTURES***

1. Enter and leave through the studio door, not the theater.
2. Arrive and leave wearing street clothes. Never wear stage makeup outside of the theater. Arrive with your hair in the proper hairstyle, loose ends gelled into place.

3. Be on time, sign in, and introduce yourself to your backstage volunteer.
4. Dancers arriving late (15 minutes or more) will be replaced.
5. You may leave the theater or studio only when you have been excused by your backstage volunteer. A parent or guardian must meet you.
6. You must stay at Dress Rehearsal until the Director gives you your notes (verbal corrections). This will generally happen after Act 1 and Act 2.
7. If you are excused from the theater or studio before the end of a performance, it must be by the Principal or Backstage Supervisor. Soldiers and Mice may be excused at intermission and must be signed out by a parent or guardian. You may watch the remainder of the performance only if you have a ticket. Angels may be excused after their dance and must be signed out by a parent or guardian. Angels may not enter the theater after they are excused because Act 2 is in progress. All other dancers must remain until the end of the performance and must be met by a parent or guardian.
8. The theater is closed and locked between shows. Everyone must leave the theater between shows. There is no supervision.

### ***BE SAFE***

1. Always walk—do not run—in the theater, studios and stairways.
2. Stay in your assigned area of the studio or dressing rooms.
3. Do your warm-ups or stretching in the designated area. Watch out for other people.
4. Standing in the wings or anywhere backstage is not allowed. You will be escorted to and from the stage at the appropriate time for your part.
5. When you are in the wings, be very careful around lights and stage equipment. The side lights, called “booms”, get very hot—keep costumes and body parts away.

### ***BE AWARE***

1. Pay attention to the progress of the show. Your backstage volunteer will tell you when to change into costume and when to go backstage.
2. Look but don't touch. Costumes and props in dressing rooms and backstage are in an assigned place. Do not move anything without permission.
3. Check your own props before every performance. Pre-set them with the help of a backstage volunteer.

### ***BE COURTEOUS***

1. Speak softly and quietly in the dressing rooms, studios, on the stairs and in the bathroom. Rehearsals, performances and classes, not just BBT's, are going on throughout the day. They are not canceled during our productions.
2. Help your fellow dancers. Review your dances. Check your costumes and shoes.
3. Be respectful to your backstage volunteers. Always thank them for their help.
4. Cell phones, computers, music players, and other devices must be silenced.
5. Be absolutely silent (no talking, no laughing, no noise) backstage, in the wings, and to and from the stage. If you must say something to your backstage volunteer, whisper it.

### ***BE TIDY***

1. Keep your dressing room space neat and organized.
2. Never eat in costume or in the studio. Eat before or after your rehearsal or performance. You may drink from a water bottle.

3. You are responsible for keeping your costume clean and intact. You must not go anywhere outside the studio in costume. No running or horseplay in costume will be tolerated.
4. Return all the parts of your costume to their assigned places. Report any problems (rips, stains) to the sewing mistress or backstage volunteer.
5. Keep your personal items in your ballet bag, not around your ballet bag.
6. Remove your make-up before you leave the studio. Put all tissues, cotton balls and other used items in the trash.

## **Audience**

1. No flash photography is allowed. It is extremely dangerous to the performers. Out of consideration for other audience members, the use of cameras, camcorders, cell phones, and other recording devices is not permitted.
2. No food or drink is allowed in the theater, only in the lobby.
3. Each person age 4 and up must have her/his own seat. Toddlers and infants without a ticket must sit on an adult's lap in such a way so as not to block the view of other patrons. Standing on the seat is not allowed. You may bring a booster seat or cushion for small children. Children must remain in their seats. For their own safety and that of the performers they must not be in the aisles or approach the stage.
4. Crying, talkative, or wandering children must be taken to the lobby through the side lobby door. One may re-enter the theater when directed by the House Manager.
5. Latecomers must wait to enter the theater until directed by the House Manager, and only through the side lobby door.
6. Turn off watch alarms, beepers and cell phones. Persons on emergency call may leave their cell phone with the House Manager with their seat number.
7. Pick up programs, flowers and papers after the performance. Trashcans are located in the lobby and outside the theater.
8. BBT volunteers are asked to dress attractively when working in the lobby.

## **Volunteers**

BBT is a non-profit organization and much of the work, from serving on the governing Board of Directors to sewing costumes and selling souvenirs, is done by volunteers. No performance could happen without the parent volunteers.

Each Pre-Ballet family is asked to contribute at least 2 hours of volunteer time; each Level 1 through 7 family is asked to contribute at least 6 hours of volunteer time in connection with *The Nutcracker* and at least 4 hours in connection with the Spring shows.

A **volunteer opportunities form** will be included on the back of the permission slip. You must complete this form so the volunteer coordinators can phone you and schedule your volunteer time in a way that best suits you. Many of these volunteer jobs can be done before or after the performance run; some can be done during your student's class time, and some can be done at a performance you are attending without missing any of the show. Families who

choose not to volunteer will pay an additional fee listed on the permission slip to cover the expense of the activities that need to be performed in order for the show to run smoothly.

Volunteers perform the following functions:

**BACKSTAGE:**

**Dressers:** Activities include supervising the youngest performers, helping dancers with hair, make-up and costumes. Time commitment is a minimum of 1 dress rehearsal and 1 to 2 performances.

**Runners:** Coordinate stage entrances under supervision of the Stage Managers. Time commitment is a minimum of 1 dress rehearsal and 1 to 2 performances.

**BOX OFFICE/TICKET SALES:** Operate the ticket phone line (opens October 31), process phone order forms, sell tickets at designated times during weekdays and Saturday rehearsals, sell tickets during dress rehearsals and at box office 1.5 hours before performances. Training session to be arranged prior to ticket sales.

**CONCESSIONS:** One can easily fulfill volunteer requirement with any concession option and still attend the performance with family or friends.

**Flowers:** Opportunities include shopping for flowers and supplies, flower arranging, flower and souvenir packaging, coordination of pointe shoe decoration and poster signing., tallying pre-orders. Requires setting up lobby, and cleaning up after selling items before, during intermission, and after shows. Each volunteer activity requires approximately 2 to 3 hours.

**T-shirts:** Set up lobby, sell souvenir clothing before, during intermission, and after show, clean up lobby.

**COSTUMES:** Involves some machine sewing, basic hand sewing, costume repair, fitting and assigning costumes during Saturday rehearsals beginning October 29. Repairs, adjustments, and laundering done as needed during and between performances.

**STAGE TECH:** Load-in involving stage set-up before first dress rehearsal, including floor laying and backdrop setting; stage strike involving dismantling sets, taking up floor and storing items after final performance. Stage techs also needed during dress rehearsals and performances to sweep and mop floor, and to change backdrops and props during shows. Minimum commitment is load-in, strike, or one dress rehearsal and 1 to 2 performances.

**USHERS:** Under supervision of the House Manager, insert cast lists into programs, collect tickets, assist with seating, monitor aisles and doors during show, tidy auditorium after performance. Can watch most of show but may be unable to sit with family or friends while ushering. Time commitment is 1 to 2 performances.