

KANSAS CITY
BALETT

DEVON CARNEY
ARTISTIC DIRECTOR



THE NUTCRACKER

Presented by:
BANK OF AMERICA

STUDENT THEATRE GUIDE

DECEMBER 5-24, 2019
Kauffman Center for the Performing Arts

KCBALLET.ORG



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THEATRE REMINDERS

Nutcracker Student Cast Members and Families,

Starting next Saturday, November 30, please note that all rehearsals and performances will take place at the Kauffman Center for Performing Arts. All students are to come to the Kauffman Center for all rehearsals and shows performance ready. **This means that they are to arrive with their hair and makeup already done.** They are also to arrive in the proper underdress (leotard, tights, shoes) with warm ups to put on when they spend rehearsal time observing from the audience seats. Hair, Make Up and Costume Information can be found on pages 14-17 of this guide.

- Please be sure students arrive promptly for their call time, no more than 10 minutes early. We will not have staff to receive them more than 10 min prior to their call time.
- We would greatly appreciate if your family reviews the theatre expectations that are detailed in this guide. It helps to reinforce what is expected of the students and is useful in preparing them for the next step in this experience.
- A reminder that all students cast in The Nutcracker must be available to perform in any cast for all theatre rehearsals and performances. Students are considered “on call” for performances to which their alternate cast is assigned. **Perfect attendance is required from November 11 through the closing performance on December 24.** This includes vacations, holiday plans and school activities. Absences other than those for illness after November 11 may result in dismissal from the cast and may jeopardize a student’s eligibility to audition for future KCB productions.
- Students are expected to regularly attend their ballet classes during *The Nutcracker* theatre rehearsal and performance period. All absences from KCB School classes due to rehearsal or performance commitments are considered excused absences from those classes. The Kansas City Ballet School will notify teachers when students will not be in class due to rehearsal or performance.
- We do not allow performance swaps and families may not arrange these between themselves and their alternates.
- The complimentary ticket policy is included in this Guide. Please see page 19 for details.
- This year, students have an opportunity for posed studio photos in addition to purchasing performance photos. Details can be found on page 8 of this guide.

We understand that theatre rehearsals result in long days for the students. They are provided a dinner break between rehearsals. You are welcome to pick your student up for the break and return them before their next drop off time. If, however, they are staying through the dinner break, you can send them with something to eat. This should be a nonperishable, non-messy meal that does not need to be refrigerated or microwaved. The students can eat in their assigned location during the break between rehearsals. No food or drink (other than water) is to be consumed inside the theatre and students must wait until their break to eat.

We also would like the students to remember that performing in a professional production is a privilege. While these rehearsals can become tedious for the students, especially when their cast is not on stage, it is important to understand that this is part of the process of creating any piece of theatre. Students should come to the theatre ready to focus and with a positive attitude. We appreciate if you are able to help remind them of this prior to theatre rehearsals.

The student performer website www.kcballet.org/studentperformer/nutcracker has several informational resources for your use, please bookmark it for easy reference:

- Theatre Rehearsal Schedule - live updates, please check for changes
- Student Performer Calendar –note the option to subscribe (+GoogleCalendar)
- Student Casting
- Student Performance Assignments

Thank you for your support of your students’ participation in this year’s production of The Nutcracker. Have a wonderful Thanksgiving and we will see you all at the Kauffman Center!



CONTACT INFORMATION

Stage Manager: Victoria Frank

Assistant Stage Managers: Elizabeth Wray, Karl Anderson

Student Stage Manager: Jay Templeton

Assistant Student Stage Managers: Mikhaila Whiteman, Amanda Underwood

EMAIL: kcbstagemanagement@gmail.com

All concerns, questions or requests related to *The Nutcracker* rehearsals or performances should be directed to kcbstagemanagement@gmail.com. A response will be provided within 24 hours or at the earliest opportunity. Please note that Stage Management is unable to return emails on Mondays unless they are rehearsal days. Please add this address to your contact list for your email account to ensure you receive all communications. Please do not direct questions about *The Nutcracker* to the Kansas City Ballet School.

STAGE MANAGEMENT CELL PHONE: (816) 516-0207

If your student will miss rehearsal due to illness or unplanned same-day absence, you are running late or have an urgent request or concern relating to rehearsals or performances happening the same day, please contact the **Stage Management Cell Phone: (816) 516-0207**. A member of Stage Management is available to take calls and texts from 30 minutes prior to the first rehearsal of the day to 30 minutes after the last rehearsal of the day. Please be aware that during busy rehearsal hours, texting is preferred as Stage Management may not be free to step out of rehearsal and take a call, however voicemail messages will be returned at the earliest opportunity.

STUDENT PERFORMER WEBSITE:

kcballet.org/studentperformer/nutcracker

The student rehearsal schedule, student performer calendar and performance assignments and the theatre schedule along with other informational resources can be found on the student website.

REMIND: www.remind.com or **Remind App**

Families who requested Remind notifications on their student's Audition Form or who have joined using their class codes will receive notifications via text or email of last-minute changes in scheduling. These notifications will also be sent from the kcbstagemanagement@gmail.com email account as time allows.

INCLEMENT WEATHER POLICY

If a theatre rehearsal or performance is cancelled due to inclement weather, all families will receive an email as soon as a decision is reached. A notification will also be sent out via Remind and posted on the Student Performer Website, and, for performances only, the KCB website at www.kcballet.org. It is rare for KCB to cancel any rehearsal or performance due to inclement weather and we rely on the judgment of each family when considering the drive to the studio or theatre.



SCENE INVOLVEMENT

ACT ONE

Party Scene - Party Girls, Party Boys, Fritz, Clara, Party Parent, Bear

Battle Scene - Baby Mice, Mice, Bunny, Soldiers, Dolls, Clara

Kingdom of the Snow and Snow Scene - Reindeer, Clara, Snowflakes

ACT TWO

In the Clouds - Angels, Cherubs (Clara in Balloon)

Welcome / Intro - Angels, Tea & Matroyshka Children, Polichinelles,
Attendants, Arabian, Flowers (Clara - onstage for all of Act 2)

Diverts -

Spanish - Attendants

Arabian - Arabian Men

Tea - Tea Children, Fu Lion, Attendants

Marzipan - Lambs

Russian - Matroyshka Children

Mother Ginger - Polichinelles, Clara

Flowers - Flowers

Finale - Angels, Tea Children, Matroyshka Children,
Fu Lion, Clara, Attendants, Arabian, Finale Flowers

ETIQUETTE & BEHAVIOR

ETIQUETTE

- No talking, yawning, slouching or laying down while in theatre rehearsals.
- No running, pushing or shoving in dressing rooms, hallways or backstage.
- No sitting on counters or tables in dressing rooms, backstage or in the studio.
- Theatre rehearsals are the time for students to learn and concentrate on their role. Students are expected to take, retain and implement corrections with a positive mindset.
- If a student needs to use the restroom, they should ask the member of Stage Management in the studio or onstage, not the Artistic Staff running the rehearsal.
- The Kansas City Ballet nurtures an environment and atmosphere of respect and professionalism. Our expectation is that all faculty, staff, students and parents/guardians behave in a considerate and polite manner towards each other. Any issues between individuals will be discussed in a calm and respectful manner. Families who wish to discuss an issue either in person or over the phone with the School Director should schedule an appointment via the School Front Desk.

FOOD & DRINK

- **Only water is allowed backstage and in theatre dressing rooms**, no other food or drink is permitted in these areas.
- No glass water bottles.
- If a break is noted on the theatre rehearsal schedule, students may bring non-messy snacks in a container with their name on it, that do not require refrigeration or a microwave, to be eaten at the break time only.
- There is absolutely no eating in costume, the backstage area or dressing rooms.



ATTIRE

DRESS CODE

- Students are expected to come to rehearsal and performances in correct attire (KCBS uniform for studio rehearsals, see pages 14-17 of this guide for required garments, hair and make-up for theatre rehearsals and performances).
- **No glitter, perfume, nail polish, jewelry or hair accessories are allowed.**
- Street clothing and street shoes (not warm up booties) are required when entering and exiting the Kauffman Center. Dance shoes are prohibited from being worn outside the studio or theatre. A coat is recommended in cold weather.
- Shoes must be worn at all times inside the building.
- No warm-ups (including Booties), shorts, tank tops, or legwarmers are allowed in studio rehearsals or onstage. Warm-ups may be brought to the theatre to be worn if students are watching from the audience during theatre rehearsals.
- Elastics and ribbons on ballet shoes and pointe shoes must be properly sewn and tucked in.
- We recommend students do not bring electronic devices or valuable items to the Bolender Center or Kauffman Center. Kansas City Ballet will not be collecting valuables from students during studio or theatre rehearsals or performances. Kansas City Ballet is not responsible for any items that are lost, stolen or broken.
- All belongings should be kept INSIDE of dance bags.
- Dance bags are to be kept in the Dressing Rooms.
- Labeling all personal items with the student's name is recommended. Please check the lost and found for missing items at the studio.
- **Girls:** Please do not have your hair cut between the time of the audition and the end of your performances.
- **Boys:** Traditional haircuts only. Boys will have to wear wigs if their haircut is incongruent to the production or if their head is shaved.

PERSONAL HYGIENE

- Students should wear a clean leotard or t-shirt and tights or socks to all studio rehearsals, theatre rehearsals and performances.
- For theatre rehearsals or performances, students are required to wear deodorant to help protect and preserve the costumes.
- No sharing hair brushes, combs or other personal items.

THEATRE PREPARATION

- **Students are to arrive to theatre rehearsals and performances underdressed and with hair and make-up completely done per the charts on pages 14-17.**
- Make sure that your student has all required clothing, shoes and make-up when they arrive at the theatre for all theatre rehearsals and performances.
- Students should bring extra bobby pins and an extra hair net (if applicable), extra essential hair product (hairspray, gel, etc), a hairbrush for touch-ups, a bottle of water (no glass) and a quiet activity for the dressing room.



AT THE THEATRE

STUDENT SUPERVISION

- At the Kauffman Center, students are supervised by Student Stage Managers and Assistant Student Stage Managers specifically hired for this production. Their responsibilities include:
 - Checking students in and ensuring that all students have arrived at the theatre on time.
 - Accompanying each group of students to dressing rooms, wardrobe, and/or the stage at the appropriate times, remaining with them in the wings, and escorting them back to the dressing room.
 - Supervising students' safety and educating them on Evacuation Procedures in the event of an emergency.
 - Ensuring that all students are escorted to the Performer and Staff Entrance and supervised by KCB Security at their Pick-Up time.
 - Communicating with families via phone, text or email should questions or issues arise.
- Students are supervised by members of KCB Staff or Backstage Volunteers throughout the entire performance from arrival to departure. Older students who drive themselves may request Staff or Police escort to their vehicle at the end of theatre rehearsals or performances.

THEATRE RULES

No glitter, perfume, scented lotion, body spray, nail polish, French manicures or jewelry.

- No touching props, costumes or scenery unless otherwise directed.
- There is absolutely no eating in costume, the backstage area or the backstage dressing rooms.
- No sitting in costume unless otherwise instructed by KCB Staff or as part of performance choreography.
- Students may only put on their costumes when instructed over the loud speaker in the dressing room or when told to by a member of KCB Staff or Union Dresser.
- Backstage Volunteers and Union Dressers will assist students with putting on their costumes.
- No costumes or clothing are to be hung from lights in dressing rooms.
- No spraying or sprinkling anything in or on costumes or hats.
- No writing on dressing room mirrors or mirror labels.
- Decorations cannot be taped or pinned or otherwise attached to walls and must be taken down before the end of the last performance.
- Dressing room spots are shared between cast alternates, students are expected to leave their area clean with the chair pushed in and their costume neatly hung on the rack after every theatre rehearsal and performance.
- No personal items are to be left in the dressing rooms.
- Students are to report any repair or alteration needs to Union Dressers or KCB Wardrobe Staff.
- Families and friends may not send or bring flowers or gifts into the backstage area for student performers. These items can be presented to students in person at the Performer and Staff Entrance after the performance.
- Kansas City Ballet will not be collecting valuables from students during theatre rehearsals or performance. We recommend students do not bring electronic devices or valuable items to the Kauffman Center. Kansas City Ballet is not responsible for any items that are lost, stolen or broken.



IMPORTANT DATES

THURSDAY, NOVEMBER 21	THEATRE REHEARSAL & PERFORMANCE ASSIGNMENT NOTIFICATION Cast A/B performance dates on page 10
SATURDAY, NOVEMBER 30	THEATRE REHEARSALS BEGIN
THURSDAY, DECEMBER 5	FIRST PERFORMANCE
BY SATURDAY, NOVEMBER 30	SUGAR & SPICE PHOTO ASSIGNMENTS involves only Angels and Female Reindeer
TUESDAY, DECEMBER 24	FINAL PERFORMANCE

SCHEDULES

Perfect attendance is required from November 11 through the closing performance on December 24.

- Studio and Theatre rehearsal schedules and performance assignments can be found posted on the Mezzanine Call Board, the Student Call Board at the Kauffman Center and at www.kcballet.org/studentperformer/nutcracker
- There are no student performer rehearsals from Monday, November 25 to Thursday, November 28. Only students performing the role of Clara will be called on Friday, November 29.
- A Performance Schedule, Theatre Rehearsal and Performance Drop Off and Pick Up times can be found on pages 10-12.

SUGAR AND SPICE PHOTOS

- Angel and Reindeer Students are each assigned between two and four performances to participate in Sugar & Spice Lobby Photos prior to performances. Families of those students will receive an email on Thursday, November 21 with further information, date options and drop off times for those performances.
- Students performing the role of Clara participate in Sugar & Spice Lobby Photos after the performances in which they appear. A designated family member may meet Clara in the lobby and accompany her backstage after the photos. The designated family member will receive a backstage pass and be escorted backstage with Clara after the photos by a member of KCB staff.



STUDIO COSTUME PHOTOS

A message from the Kansas City Ballet School:

We are happy to share that we will be offering *The Nutcracker* Studio Costume Photos this year in addition to performance photos! Students will have the opportunity to take posed photos in their role's costume. These make great holiday cards and keepsakes!

When and Where:

- The photos will take place with a photo backdrop in a studio at the Kauffman Center on Saturday, November 30.
- Sign-up times have been arranged so that they either happen during a student's rehearsal call time or prior to their rehearsal.

Cost:

- Photos are \$50 per photo, per role and all files will be emailed to you by the photographer.
- Photos will only be taken of students who have signed-up and pre-paid by **Monday, November 25**. Spaces are limited so reserve your spot today!

Details:

- Students will be dropped off as usual at the Performer and Staff Entrance. Kansas City Ballet School staff will escort them to photos when it is least disruptive to the rehearsal schedule.
- There will not be a sibling option for photos this year, only solo photos.
- Make-up and hair should in the designated performance style.

Photo Schedule - Saturday, November 30:

AFTERNOON:

- 11:45-12:30 photos - Angels (*1:30-5:15pm rehearsal*)
- 12:15-1:30 photos - Cherubs (*1:30-5:15pm rehearsal*)
- 1:15 arrival, photos during rehearsal time - Matroyshka (*1:30-5:15pm rehearsal*)
- Photos during rehearsal time - Lambs (*1:30-5:15pm rehearsal*)
- Photos during rehearsal time - Polichinelles (*1:30-5:15pm rehearsal*)
- Photos during rehearsal time - Tea (*1:30-5:15pm rehearsal*)

EVENING:

- 5:15 -6:00 photos - Bunny & Dolls (*6:30-9:45pm rehearsal*)
- 5:45-6:30 photos - Baby Mice (*6:30-9:45pm rehearsal*)
- 6:15 arrival, photos during rehearsal time - Soldiers (*6:30-9:45pm rehearsal*)
- Photos during rehearsal time - Party Boys, Party Girls, Fritz (*5:30-9:30pm rehearsal*)
- Photos during rehearsal time, released at 10:00 - Reindeer (*8:00-9:45pm rehearsal*)
- Photos during afternoon and evening rehearsal time - Clara and Student Men

Sign Up:

Sign-up your student for their role's photo timeslot [HERE: http://bit.ly/2D3CAUz](http://bit.ly/2D3CAUz)

- If your student is cast as two different roles, please sign-up for each timeslot for which you would like photos.

Pre-pay for your photos by following the directions below.

- Go to www.bdpruitt.com and click on Online Proofing.
- Select *2019 Nutcracker Backstage Digital File* and then *Click Here to Purchase Digital File*.
- Click *Buy Photo* and Select Quantity (If purchasing for more than one student or more than one role, change quantity accordingly).
- Select *Pick up* for shipping but please note that all files will be delivered via email.
- Checkout - Please leave the student(s) name in the *Special Instructions* Section.
- Pre-pay and Sign Up are both **required** in order for students to be eligible for photos.

For any questions, please email school@kcballet.org.



THEATRE REHEARSALS

The times listed below are drop off and pick up times. We ask that you adhere as closely to these times as possible.

Dropping your student off more than ten minutes before their arrival time can create a very long day for the student and/or may leave the child unsupervised.

****Angels, Cherubs, Matryoshka, Bunny, Dolls, Baby Mice, Soldiers - refer to previous page (8) for Saturday 11/30 arrival time if participating in Studio Costume Photos**

ROLE	DATE →	FRI 11/29 Eve.	SAT 11/30 Aft.	SAT 11/30 Eve.	SUN 12/1 Aft.	SUN 12/1 Eve.	TUES 12/3 Aft.	TUES 12/3 Eve.	WED 12/4 Eve.
Clara	Drop Off	6:45pm	12:30pm	5:30pm	1:30pm	6:00pm	1:45pm	6:30pm	5:30pm
	Pick Up	10:00pm	5:15pm	9:45pm	5:15pm	9:45pm	5:15pm	10:15pm	9:15pm
Student Men in Act 1 Roles (Party Parent, Mice, Reindeer, Bear)	Drop Off	Not Called	12:30pm	5:30pm	1:30pm	6:00pm	1:45pm	6:30pm	5:30pm
	Pick Up		5:15pm	9:45pm	5:15pm	9:45pm	5:15pm	10:15pm	9:15pm
Party Scene (Fritz, Party Boys, Party Girls)	Drop Off	Not Called	Not Called	5:30pm	1:30pm	6:00pm	Not Called	6:30pm	5:15pm
	Pick Up			9:30pm	5:00pm	9:30pm		10:00pm	9:15pm
Battle Scene (Bunny, Soldiers, Baby Mice, Dolls)	Drop Off	Not Called	12:30pm	6:30pm**	1:30pm	6:00pm	Not Called	6:30pm	5:45pm
	Pick Up		2:00pm	9:45pm	5:00pm	9:30pm		10:00pm	9:15pm
Reindeer	Drop Off	Not Called	Not Called	8:00pm	2:00pm	6:30pm	Not Called	6:30pm	5:15pm
	Pick Up			9:45pm	5:15pm	9:45pm		10:00pm	9:15pm
Student Women in Snow & Flowers	Drop Off	Not Called	1:30pm	6:30pm	1:30pm	6:00pm	1:45pm	6:30pm	5:30pm
	Pick Up		5:15pm	9:45pm	5:15pm	9:45pm	5:15pm	10:15pm	9:15pm
Angels	Drop Off	Not Called	1:30pm**	Not Called	2:30pm	6:30pm	Not Called	6:45pm	5:30pm
	Pick Up		5:15pm		5:15pm	9:45pm		10:15pm	9:15pm
Cherubs	Drop Off	Not Called	1:30pm**	Not Called	2:30pm	6:30pm	Not Called	7:30pm	6:30pm
	Pick Up		5:15pm		5:15pm	9:30pm		9:30pm	9:15pm
Tea Children	Drop Off	Not Called	1:30pm	Not Called	2:30pm	6:30pm	Not Called	6:45pm	6:00pm
	Pick Up		5:15pm		5:15pm	9:45pm		10:15pm	9:15pm
Matryoshka Children	Drop Off	Not Called	1:30pm**	Not Called	2:30pm	6:30pm	Not Called	6:45pm	6:00pm
	Pick Up		5:15pm		5:15pm	9:45pm		10:15pm	9:15pm
Polichinelles	Drop Off	Not Called	1:30pm	Not Called	2:30pm	6:30pm	Not Called	7:30pm	6:30pm
	Pick Up		5:15pm		5:15pm	9:30pm		9:30pm	9:15pm
Student Men in Act 2 only Roles (Arabian, Attendant, Fu Lion, MG)	Drop Off	Not Called	12:30pm	Not Called	1:30pm	6:00pm	1:45pm	6:30pm	5:30pm
	Pick Up		5:15pm		5:15pm	9:45pm	5:15pm	10:15pm	9:15pm
Lambs	Drop Off	Not Called	1:30pm	Not Called	2:30pm	6:30pm	Not Called	7:30pm	6:45pm
	Pick Up		5:15pm		5:15pm	9:30pm		9:30pm	9:15pm



PERFORMANCE SCHEDULE

The times listed below are performance start times, *not* arrival times.
 The Drop Off and Pick Up time for each role can be found on the next page.

SUN	MON	TUES	WEDS	THURS	FRI	SAT
DEC 1 Theatre Rehearsals (see p. 9)	2	3 Theatre Rehearsals (see p. 9)	4 Theatre Rehearsals (see p. 9)	5 7:30pm Cast 1A	6 10:30am Cast 3B 7:30pm Cast 2A	7 2:00pm Cast 1A 7:30pm Cast 3B
8 1:00pm Cast 2B 5:00pm Cast 1A	9	10	11	12 10:30am Cast 2B 7:30pm Cast 3A	13 10:30am Cast 1A 7:30pm Cast 3B	14 2:00pm Cast 2B 7:30pm Cast 1A
15 1:00pm Cast 3A 5:00pm Cast 2B	16	17	18 Sensory 6:00pm Cast 1A	19 7:30pm Cast 3B	20 2:00pm Cast 2B 7:30pm Cast 1A	21 2:00pm Cast 3A 7:30pm Cast 2B
22 1:00pm Cast 1B 5:00pm Cast 3A	23 <i>Hanukkah I</i> 1:00pm Cast 2B 5:00pm Cast 3A	24 <i>Hanukkah II</i> <i>Christmas Eve</i> 1:00pm Cast 1B	25 <i>Hanukkah III</i> <i>Christmas Day</i>	26	27	28

SENSORY PERFORMANCE

December 18th is our Sensory-Friendly Performance of *The Nutcracker*. This performance is designed to be a welcoming experience for children, families and adults with sensory sensitivities, autism spectrum disorder, or other special needs. Your student should not expect any changes to their choreography, but may observe the following changes to the audience experience: the KC Symphony playing with reduced sound levels, a half-lit house and the ability to see the entire audience, a less than full house with many empty seats, audience members moving freely throughout the house and talking to their families, the use of electronic devices for adaptive purposes, and/or loud noises coming from audience members. For additional information, please visit <https://www.kcballet.org/performances-tickets/sensory-friendly-nutcracker/>



PERFORMANCE DROP OFF & PICK UP TIMES

We ask that you adhere as closely to these times as possible.

Dropping your student off more than ten minutes before their arrival time can create a very long day for the student and/or may leave the child unsupervised.

Performance Time -->		10:30am	1:00pm	2:00pm	5:00pm	6:00pm	7:30pm
Clara	Drop Off	9:30am	12:15pm	1:15pm	4:15pm	5:15pm	6:45pm
	Pick Up	12:45pm	3:30pm	4:30pm	7:30pm	8:30pm	9:50pm
Student Men in Act 1 Roles (Party Parent, Mice, Reindeer, Bear)	Drop Off	9:30am	12:30pm	1:30pm	4:30pm	5:30pm	7:00pm
	Pick Up	11:30am	2:00pm	3:00pm	6:00pm	7:00pm	8:30pm
Party Scene	Drop Off	9:30am	12:15pm	1:15pm	4:15pm	5:15pm	6:45pm
	Pick Up	11:30am	1:45pm	2:45pm	5:45pm	6:45pm	8:15pm
Battle Scene	Drop Off	9:30am	12:45pm	1:45pm	4:45pm	5:45pm	7:15pm
	Pick Up	11:30am	2:00pm	3:00pm	6:00pm	7:00pm	8:30pm
Reindeer	Drop Off	9:30am	12:15pm	1:15pm	4:15pm	5:15pm	6:45pm
	Pick Up	11:30am	2:00pm	3:00pm	6:00pm	7:00pm	8:30pm
Student Women in Snow & Flowers	Drop Off	9:30am	12:30pm	1:30pm	4:30pm	5:30pm	7:00pm
	Pick Up	12:45pm	3:15pm	4:15pm	7:15pm	8:15pm	9:45pm
Angels	Drop Off	9:30am	12:30pm	1:30pm	4:30pm	5:30pm	7:00pm
	Pick Up	12:45pm	3:15pm	4:15pm	7:15pm	8:15pm	9:45pm
Cherubs	Drop Off	9:30am	1:30pm	2:30pm	5:30pm	6:30pm	8:00pm
	Pick Up	12:00pm	2:30pm	3:30pm	6:30pm	7:30pm	9:00pm
Tea Children	Drop Off	9:30am	1:00pm	2:00pm	5:00pm	6:00pm	7:30pm
	Pick Up	12:45pm	3:15pm	4:15pm	7:15pm	8:15pm	9:45pm
Matroshka Children	Drop Off	9:30am	1:00pm	2:00pm	5:00pm	6:00pm	7:30pm
	Pick Up	12:45pm	3:15pm	4:15pm	7:15pm	8:15pm	9:45pm
Polichinelles	Drop Off	9:30am	1:30pm	2:30pm	5:30pm	6:30pm	8:00pm
	Pick Up	12:15pm	2:45pm	3:45pm	6:45pm	7:45pm	9:15pm
Student Men in Act 2 Roles only (Attendant, Fu Lion, Arabian, MG)	Drop Off	9:30am	12:30pm	1:30pm	4:30pm	5:30pm	7:00pm
	Pick Up	12:45pm	3:15pm	4:15pm	7:15pm	8:15pm	9:45pm
Lambs	Drop Off	9:30am	1:45pm	2:45pm	5:45pm	6:45pm	8:15pm
	Pick Up	12:15pm	2:45pm	3:45pm	6:45pm	7:45pm	9:15pm



THEATRE ARRIVAL AND DEPARTURE

Arrival

- Students are provided with a backstage pass that must be shown upon arrival.
- Remember to allow for extra travel time due to traffic and weather. If you are running late, please call or text (816) 516-0207 with your student's name, role and estimated time of arrival. *Please use caution and don't text and drive.*
- If a student does not arrive on time, their alternate will be called. Should your student arrive after their alternate, the alternate maintains the privilege to perform.
- Students are to arrive with their hair and make-up performance ready and wearing appropriate underdressing, a coat, cover ups and street shoes. This includes tights, leotards, and/or t-shirts as indicated on pages 14-17 of this guide.
- We recommend students do not bring electronic devices or valuable items to the Kauffman Center. Kansas City Ballet is not responsible for any items that are lost, stolen or broken.
- Students are to be dropped off no more than 10 minutes prior to their listed rehearsal time. We cannot guarantee the availability of staff to supervise students who are dropped off more than 10 minutes early.
- Siblings and car pools may arrive at the earliest student's drop off time as long as Stage Management is notified in advance via email.
- Drop Off and Pick Up are on 16th Street at the canyon between the two performance venues. Students and backstage volunteers enter the building via the Performer and Staff Entrance on the right / west side of the canyon.
- Upon arrival, students are escorted to the sign in sheet and then their dressing room by a backstage volunteer or a member of KCB staff.

Departure:

- Siblings and car pools may leave at the latest student's drop off time as long as Stage Management is notified in advance via email.
- When released, students are escorted to the Performer and Staff Entrance by a backstage volunteer or a member of KCB staff.
- Security personnel are present until the last student has been picked up, please be prompt in picking up your student.
- Student's whose families are watching a performance may be picked up at the Performer and Staff Entrance after the show as long as Stage Management is notified in advance via email.
- Students are expected to be picked up promptly and no later than 10 minutes following the conclusion of the performance.
- Families who are chronically late in picking up their student may place their student's participation in jeopardy for future productions.
- Leaving the theatre, make-up should be removed, dance attire should not be visible and students must be wearing street shoes and a coat. Warm Up Booties are not street shoes.
- No students will be released into the Kauffman Center lobby at any time.
- Students whose families are watching a performance may be picked after the show and Act One students who will be watching Act Two may be picked up at Intermission, both from KCB Security at the Performer and Staff Entrance. The Student Stage Management Team must be sent an email about this the day before the performance in question or the student must provide a written and signed note to a Student Stage Manager upon their checking in for the day.



PARKING

KAUFFMAN CENTER FOR THE PERFORMING ARTS

Covered parking is available in the Arts District Parking Garage.

Rates for performances are \$10 (subject to change). Parking rates vary during the day, and, on non-performance weekends, an attendant or posted signage will provide rates upon entry. Please note that Kansas City Ballet does not have any control over parking garage rates or availability.

Limited street parking is available.

Please pay close attention to posted signs on side streets and in parking lots, Kansas City Ballet is not responsible for parking tickets, vehicle damage or tow fees.

**Kauffman Center →
Drop Off and Pick Up
Area in Blue**



Additional Parking, Drop Off and Pick Up Notes from Family Information Meeting:

- Last year the police towed a lot of people who parked on Central Street. There are “No Parking” signs, you will get towed even if other people are parked there.
- If you park in the Arts District Garage, you will have to walk up the hill to drop your student off. You can pull up in your car and drop your student off at the door if you are not volunteering.
- At the drop off door - Mike & Bridgetta (KCB Security) are always at the Performer and Staff Entrance to receive students. Mike will stand outside to watch students from the car to the door.
- For pick up, you can stay in the car queue but you are also more than welcome to park and pick up your student from the door.
- During Student Matinees, if 16th Street is closed for School Busses, tell them that you are a ballet family and need to drop off your student for the performance.
- If you park in the Arts District Garage you will have to pay, the same applies to staff members, dancers and front of house volunteers. You can buy a monthly pass for the garage, more info here: <http://bit.ly/2KJuggP>.
- You can find street parking on 17th Street (South of the Kauffman Center). If you do park on the street, make sure to have no valuables visible. We recommend that you do not park on Washington Street behind Quixotic.
- For older students who drive themselves, there is a police officer available to escort students to their cars upon request.



COSTUMES

Below is a detailed breakdown of all garments that students must provide and bring to theatre rehearsals and performances on their own.

See the next page for detailed Costume Notes and Information

Role	Leotard / T-Shirt	Tights / Briefs	Shoes (all see p13)	Elastics
Clara	Flesh camisole leotard	Pink Footed (see p13) Pink Dance Briefs	Light pink canvas Sansha split sole	Pink
Party Boys & Fritz	White tight fitted t-shirt (boys) or white camisole leotard (girls)	White footed boy's tights (see p 13)	Black canvas Sansha split sole	White
Party Girls	Flesh camisole leotard	Ballet pink (see p13)	Light pink canvas Sansha split sole	Pink
Baby Mice	Uniform leotard	Ballet pink (see p13)	Light pink canvas Sansha split sole	Pink
Adult Mice (student men)	White tight fitted t-shirt	KCB provides	KCB provides *	KCB provides
Bunny	Uniform leotard	Black footed boy's tights (see p 13)	Black canvas Sansha split sole	Black
Soldiers	Uniform leotard	Black footed boy's tights (see p13)	Black canvas Sansha split sole	Black
Dolls (Arabian, Marzipan, Tea - girl)	Ballet Pink camisole leotard	Ballet pink (see p13)	Light pink canvas Sansha split sole	Pink
Dolls (Tea - boy)	White tight fitted t-shirt	No tights Black biker shorts	Light pink canvas or Flesh tone canvas Sansha split sole	Match to shoe (Pink or Flesh tone)
Dolls (Spanish)	Ballet Pink camisole leotard	White Footed (see p13)	White canvas Sansha split sole	White
Dolls (Russian)	White tight fitted t-shirt	Black footed boy's tights (see p13)	Black canvas Sansha split sole	Black
Reindeer (female)	Flesh camisole leotard	None	Dyed pointe - KCB provides (see p 13)	White - KCB provides
Reindeer (male)	White tight fitted t-shirt	White footed boy's or men's tights (see p 13)	White canvas Sansha split sole	White
Land of Sweets Attendant	White tight fitted t-shirt	Black footed boy's or men's tights (see p 13)	Black canvas *	Black
Fu Lion (student men)	White tight fitted t-shirt	White footed boy's or men's tights (see p 13)	White canvas *	White
Angels	Flesh leotard	Ballet pink (see p13) & Pink Dance Briefs	Pointe - KCB provides (see p 13)	Pink - KCB provides
Cherubs	White camisole or tank leotard	Ballet pink (see p13)	Light pink canvas Sansha split sole	Pink
Tea Children	Flesh camisole leotard	None	Light pink canvas Sansha split sole	Pink
Matroyshka Children	Flesh camisole leotard	Ballet pink (see p13)	Light pink canvas Sansha split sole	Pink
Polichinelles	Ballet Pink camisole leotard	KCB provides	White canvas (see p13) Sansha split sole	White
Lambs	White camisole leotard	White Footed (see p13)	Black canvas Sansha split sole	black



COSTUME NOTES

Shoes:

- **ALL students are to wear Sansha Brand split sole canvas ballet slippers unless otherwise specified.** (Style 5C Tutu - Child sizes, Style 1C PRO1C - Adult sizes).
- * Student Men in Company Roles may wear their preferred style of canvas shoe.
- **Pointe shoes: (Reindeer, Angel and Snow/Flowers)** student pointe shoes for performances will be coordinated with Amy Taylor, Director of Production, during studio rehearsals. Reindeer pointe shoes are dyed white by wardrobe. Reindeer, Angel and Snow/Flowers students will receive their performance pointe shoes as soon as they are available leading up to theatre rehearsals.
- **White canvas shoes (Polichinelles):** are to be turned in to Stage Management by the end of rehearsal on **Sunday, October 27**. Each Polichinelle is to turn in one pair of white canvas shoes with their name written in dark ink inside each shoe (they can be new or previously worn). The shoes will be dyed by the wardrobe department to match their costume and will be returned to the students by Sunday, Nov 24.

Tights / Briefs:

- **Body Wrappers Total Stretch Footed Tights:** (Style C80 - Child sizes, Style A80 - Adult sizes). (Clara tights are pink, Spanish Doll and Lambs are white).
- **Ballet Pink Tights:** Body Wrappers Total Stretch Mesh Seamed Convertible Tights (Style C45 - Child sizes). (required for Party Girls, Baby Mice, Arabian Doll, Marzipan Doll, Angels, Cherubs, Matroyshka Children).
- **Dance Briefs:** Capezio Brand dance trunks or briefs as specified. (Clara, Angels)
- **Black or White footed boy's or men's tights:** for Party Boys, Fritz, Russian Doll, Bunny, Soldiers, Male Reindeer, Land of Sweets Attendant and Fu Lion can be M. Stevens or Body Wrappers brand. (updated 10/24/19).

Leotards and General Notes:

- Flesh leotards should be the color that best matches your student's skin tone.
- No leotards with plastic straps.
- No logos on clothing other than Eleve logo on KCBS Uniform leotards.
- For each performance, students should wear freshly laundered leotards, tights, and/or socks with their name written in dark ink inside each garment.
- For theatre rehearsals or performances, students are required to wear deodorant to help protect and preserve the costumes.
- Please note that Kansas City Ballet's costume shop does not stock extra children's leotards, tights, or shoes.

GARMENT ORDERING

Area dance shops:

- The Dance Shoppe,
 - 512 NW Englewood Road, KCMO 64118.
 - (816) 455-1995
- Degage Dancewear,
 - 10350 Metcalf Avenue, Overland Park, KS 66212
 - (913) 381-8492
- Please place your order for required items in enough time for your student to bring them to every theatre rehearsal and performance. Theatre rehearsals begin on Saturday, November 30.

Online stores:

DiscountDance.com
AllAboutDance.com



HAIR AND MAKE-UP

Please see the next page (page 15) for hair and make-up notes.

Role	Hair	Mascara	Blush	Lips	Other
Clara	Hair in ringlet curls, front pulled back	Black	Rosy color applied to apple of cheeks	Light Pink / Rose chapstick	Hair Line, Eye Brows, Eye Liner**
Party Boys & Fritz	Boys: Neat, combed out of face Girls playing Boys: Pin Curls ^^ (p15)	Brown preferred	Soft brown or medium brown color applied below cheek bone as contour	Caramel color chapstick	Eye Brows**
Party Girls	Determined by Wardrobe Staff at Costume Fitting	Black	Rosy color applied to apple of cheeks	Light Pink / Rose chapstick	Hair Line, Eye Brows**
Baby Mice	Braid down back flat against head	Brown preferred	Rosy color applied to apple of cheeks	Light Pink / Rose chapstick	No other make up
Student Men (all roles)	Neat, combed out of face	Brown	Soft brown or medium brown color applied below cheek bone as contour	Caramel color chapstick	No other make up
Bunny	Braid down back flat against head	Brown preferred	None	Light Pink / Rose chapstick	No other make up
Soldiers	High Bun on top of head with hair net	Brown preferred	None	Light Pink / Rose chapstick	No other make up
Dolls (Arabian, Marzipan, Spanish)	Low Bun @ nape of neck	Brown preferred	Rosy color applied to apple of cheeks	Light Pink / Rose chapstick	No other make up
Dolls (Tea) - female	Braid down back flat against head	Brown preferred	Rosy color applied to apple of cheeks	Light Pink / Rose chapstick	No other make up
Dolls (Tea) - male	Neat, combed out of face	Brown preferred	Soft brown or medium brown color applied below cheek bone as contour	Caramel color chapstick	No other make up
Dolls (Russian)	Neat, combed out of face	Brown preferred	Soft brown or medium brown color applied below cheek bone as contour	Caramel color chapstick	No other make up
Reindeer (female)	Braid down back flat against head	Black	Rosy color applied to apple of cheeks	Light Pink / Rose chapstick	Eye Liner**
Angels	Medium Bun @ center of back of head	Black	Rosy color applied to apple of cheeks	Light Pink / Rose chapstick	Hair Line, Eye Brows, Eye Liner, Eye Shadow**
Cherubs	Low Bun @ nape of neck	Brown preferred	Rosy color applied to apple of cheeks	Light Pink / Rose chapstick	No other make up
Tea Children	NEW: 2 high buns	Black	Rosy color applied to apple of cheeks	Light Pink / Rose chapstick	No other make up
Matroyshka Children	Braid down back flat against head	Black	Rosy color applied to apple of cheeks	Light Pink / Rose chapstick	Eye Brows, Eye Liner**
Polichinelles	Low Bun with a hair net	Black	Rosy color applied to apple of cheeks	Light Pink / Rose chapstick	No other make up
Lambs	Braid down back flat against head	Black	Rosy color applied to apple of cheeks	Light Pink / Rose chapstick	No other make up



HAIR AND MAKE-UP NOTES

- **Girls:** Please do not have your hair cut between the time of the audition and the end of your performances.
- **Boys:** Traditional haircuts only. Boys will have to wear wigs if their haircut is incongruent to the production or if their head is shaved.
- ^^ Girls playing Party Boys will wear a wig for performances that will be applied by Wardrobe Staff.
- Please remember that students should not share hairbrushes or combs.
- No lipstick or lip gloss at all for any roles, including Burt's Bees Lip Shimmer.
- Burt's Bees Tinted Lip Balm is allowed.
- No make-up other than what is noted for each role.

**ADDITIONAL / OTHER MAKE-UP

Hair Line (Clara, Party Girls and Angels only):

- For students with blonde or red hair or as needed, please use light contouring to define your hair line.

Eye Brows (Clara, Party Boys, Fritz, Party Girls, Angels, Matroyshka Children only):

- Apply sparingly to darken brows using an eye brow pencil. Dark haired students use a color to match the eye brows, students with blonde or red hair please use a shade slightly darker than eye brow color.

Eye Liner (Clara, Reindeer, Angels, Matroyshka Children only):

- Black eye liner applied to the top lid only, extending just past the end of the eye. Make sure to not pull the line of the eye down.

Eye Shadow (Angels only)

- Lighter skin tones:
 - Ivory or cream highlight applied over the entire eyelid up to the eyebrow. Medium brown contour for in the crease and slightly above the eye socket bone on the outside of the eye.
- Medium skin tones:
 - Peach highlight applied over entire eyelid up to the eyebrow. Medium brown contour for in the crease and slightly above the eye socket bone on the outside of the eye.
- Darker skin tones:
 - Peach highlight applied over entire eyelid up to the eyebrow. Dark brown contour for in the crease and slightly above the eye socket bone on the outside of the eye. Students may also apply a plum/burgundy color over the brown for blending and brightening.



PURCHASING TICKETS

The Kansas City Ballet Box Office is able to help you with all ticket purchasing needs. For your convenience, tickets may be purchased online, by phone, or in person. Visit www.kcballet.org – 24 hours a day, 7 days a week – for ticket purchases, directions, and public transportation information.

Kansas City Ballet Box Office:

- 500 W. Pershing Road, Kansas City MO, 64108 (816) 931-8993
- Monday–Friday from 9 am to 5 pm
- Saturday from 11 am to 4 pm (November 16 through December 21)

Kauffman Center for the Performing Arts Box Office:

- 1601 Broadway Boulevard, Kansas City, MO 64108 (816) 994-7222
- Monday–Friday from 10 am to 5 pm
- For performances, the Box Office opens 90 minutes prior to showtime.
- If you plan to purchase Kansas City Ballet tickets at the Kauffman Center, you may only do so on days when there is a Kansas City Ballet performance.
- Complimentary tickets cannot be redeemed at the Kauffman Center Box Office.

When purchasing tickets, keep in mind:

- To avoid ticket scalpers and scams, purchase tickets directly from Kansas City Ballet or the Kauffman Center.
- Prices are subject to change based upon demand, order early for the best seats at the best prices.
- Kansas City Ballet offers discounts to most performances for groups of 10 or more. Contact the Box Office at (816) 931-8993 for details.
- Everyone who enters the theatre must purchase a ticket; lap-sitting is not permitted and it is suggested that no babies or toddlers attend performances.
- All single ticket sales are final, there are no refunds or cancellations. For *The Nutcracker* only, tickets may be exchanged for a fee of \$10 per ticket. The Box Office cannot guarantee that exchanged seats will be in the same location.
- The Complimentary Ticket Policy can be found on the next page.

SEEING THE SHOW

- Act Two students are not permitted to watch from the audience.
- Act One students can only join their family for Act Two if they have a ticket.
- Students whose families are watching a performance may be picked up after the show and Act One students who will be watching Act Two may be picked up at Intermission, both from KCB Security at the Performer and Staff Entrance. The Student Stage Management Team must be sent an email about this the day before the performance in question or the student must provide a written and signed note to a Student Stage Manager upon their checking in for the day.



COMPLIMENTARY TICKETS

- Complimentary tickets can only be requested at or redeemed by the Kansas City Ballet Box Office, not at the Kauffman Center for the Performing Arts.
- All Complimentary Ticket questions can be directed to the Kansas City Ballet Box Office - boxoffice@kcballet.org or (816) 931-8993

COMPLIMENTARY TICKET INFORMATION

Dear Parents & Guardians:

All of us at Kansas City Ballet appreciate your family's commitment to *The Nutcracker!* We could not produce this wonderful holiday production without your student's hard work and the long hours you devote to rehearsals and performances.

As a thank you for your participation, we are offering **two complimentary tickets per family** for a performance of *The Nutcracker* of your choice. You must call or stop by the Kansas City Ballet Box Office to redeem this offer and to purchase any additional tickets. The Kansas City Ballet Box Office is located at the Bolender Center by the Front Desk and the Box Office phone number is (816) 931-8993.

Your complimentary and additional purchased tickets will be located in the best available seats. Please understand that this offer does not guarantee specific seating and some sections may not be available. We cannot provide refunds for tickets previously purchased but will exchange tickets for a fee of \$10 per ticket fee. There are no exchanges for Complimentary Tickets once they have been redeemed.

Complimentary Tickets are be available as of today! (Thursday, November 21). The Kansas City Ballet Box Office hours are Monday-Friday from 9 am-5 pm.

Thank you again, and we look forward to seeing you at the show!

-Kansas City Ballet Box Office Staff



BACKSTAGE VOLUNTEERS

Only individuals who have passed a KCB background check through Validity are cleared to be backstage volunteers.

VOLUNTEER INFORMATION

- All Nutcracker Student Families have received information regarding the completion of a background check through ValidityScreening.com from the Stage Manager - Victoria Frank. If you do not have this information, please email vfrank@kcballet.org
- Those who have been cleared to volunteer backstage will receive a confirmation email from the Stage Manager and then, on Thursday, November 21, a link to an online sign up sheet. If you do not receive the link, please email vfrank@kcballet.org or kcbstagemanagement@gmail.com . The link to the sign up sheet is not to be shared with an person who has not completed a background check and been cleared to be backstage.
- The Backstage Volunteer list will be distributed to KCB Security prior to each performance and KCB Security or Staff will check each Volunteer in upon arrival. Those who have not completed a background check and received a confirmation email that they are cleared to work backstage will not be allowed past Security.
- KCB Security will provide each Backstage Volunteer with an identification badge to be worn throughout the entire shift.
- Volunteers must be signed up in advance and be a close family member (parent, guardian or primary caregiver) of a student in the performance.
- All Backstage Volunteers will be entered into a drawing to waive their student's registration fee for Fall of 2020-2021 (one entry per shift, \$95 value).
- Backstage Volunteer Shifts begin 15 minutes before the Drop Off time for their student's role and end 15 minutes after the Pick Up time.
- Each family is expected to sign up as a Backstage Volunteer for at least one performance or theatre rehearsal.
- Backstage Volunteers may only sign up to assist those students performing the same role in the same performances as their student.
- Male or female close family members may volunteer in the student boy's dressing room. Only close female family members are allowed to volunteer in the female dressing rooms.
- For family members and friends who are not eligible to sign up as a Backstage Volunteer, Kansas City Ballet welcomes volunteers for lobby duties via www.kcballet.org/donate/volunteer
- If you have any questions about lobby volunteering, please contact Grace Lewis at (816) 216-5589



BACKSTAGE VOLUNTEER GUIDELINES

- Being a Backstage Volunteer involves being able to meet the following physical demands: bending, stooping, walking (this may involve stairs), lifting up to 20lbs, ability to fasten and unfasten ribbons, zippers and/or hook & eyes on costumes for those students who need assistance and the ability to maintain a level of quiet and calm over a large group of students in a dressing room.
- No additional children or family members are allowed backstage, only the close family member signed up for the volunteer shift will be allowed in the Performer and Staff Entrance by KCB Security.
- Backstage Volunteers are also Outcry Witnesses and agree to confidentially report any incidents of child abuse or suspected child abuse to Kansas City Ballet and the appropriate government agencies. More information can be found the Student Theatre Callboard on the Kansas City Ballet Student Performer Website www.kcballet.org/studentperformer/nutcracker, and in the Student Dressing Rooms at the theatre.
- Backstage Volunteers should not bring busy work (books, magazines, etc.) as the students require 100% of the Volunteer's attention (this includes having cell phones put away during shifts).
- Backstage Volunteers are a part of our security system and are responsible for all the students in their student's role (Soldier, Polichinelle, etc.) from their arrival at the drop off time to their departure at the Performer and Staff Entrance at Security after the role has performed.
 - In the dressing rooms, Backstage Volunteers help the students with their costumes, do their hair if they have a hair change, keep the noise level down and the room calm. Students are not allowed to sit in costume and may not get into costume until there is an announcement to do so over the loud speaker.
 - Backstage volunteers will escort their group to and from the dressing room and the backstage hallway when there is an announcement to do so over the loud speaker or when instructed to do so by a member of KCB Staff.
 - After their role has performed and the students are all dressed in street clothes, their costumes are hung up neatly and their dressing room area is clean, the entire group of students in a role is to be escorted to KCB Security at the Performer and Staff Entrance together.
 - Once all students in a role have been dropped off with KCB Security or a KCB Staff Member, Backstage Volunteers are free to leave with their student.
- No photography or videography allowed backstage.
 - No pictures may be taken of students or company members. It is a violation of our union contracts and a potential safety issue if pictures are taken backstage, in the hallways or in the dressing rooms.
 - Please notify a member of KCB Staff if you see any pictures being taken by or of students while they are at the theatre.
- Cell phones must be turned off or to Do Not Disturb or to Silent for the duration of your time backstage.
- Because the Stage Manager communicates with the dressing rooms through a speaker system, the noise level must be kept at a minimum.
- Backstage Volunteers are to stay in their assigned dressing room with their role assignment group unless specifically asked to assist a different group by a member of KCB Staff. If another group of students is being unruly in the shared dressing room area, Backstage Volunteers are encouraged to assist with getting the noise and energy level in the entire room to an acceptable (low) level.
- All costume issues, repairs or alteration needs are to be given to Union Dressers or Jennifer Carroll, the head of our wardrobe department. We ask that Backstage Volunteers not mend any costumes or spray anything on any costume or accessory. There will be specific costume instructions in each dressing area for each role.



STUDENT ACCOUNTS

Kansas City Ballet School student accounts must be in good standing in order for your student to participate in *The Nutcracker*. If you need to bring your account up to date, please contact the Kansas City Ballet School at school@kcballet.org.

NON-DISCRIMINATION AND NON-HARASSMENT POLICY

- Kansas City Ballet prohibits and will not tolerate harassment of any kind to or by any persons, including teachers, staff, students, parents and any other person affiliated with or doing business with the school.
- This prohibition includes harassment (verbal or physical) for any unlawful discriminatory reason, such as race, gender, national origin, disability, age or religion. Slurs, jokes, or remarks that are derogatory of a person or group's race, ethnic background, religion, gender, disability, sexual orientation, economic status or age are considered inappropriate for the company's environment.
- This also includes behavior which could be classified as bullying, whether in person or via social media, and any behavior that is commonly understood to be abusive or disrespectful toward others.
- If an incident occurs when parents/guardians or students behave in an aggressive, disrespectful or harassing manner, the School Director will investigate the complaint and the family may be asked to leave the production or Kansas City Ballet School and un-enroll from classes as a result. Families who wish to discuss an issue either in person or over the phone with the School Director should schedule an appointment via the School Front Desk.

SOCIAL MEDIA

- Kansas City Ballet promotes *The Nutcracker* on social media, and we welcome your engagement. To protect their privacy, we do not disclose the names of the students.
- With parental permission, we encourage students to 'like' and 'tag' themselves in the photos.
- Kansas City Ballet can be found on the following Social Media channels:
 - Facebook: www.facebook.com/kcballet and [/kcbschool](https://www.facebook.com/kcbschool)
 - Instagram: [@kc.ballet](https://www.instagram.com/kc.ballet) and [@kc.balletschool](https://www.instagram.com/kc.balletschool)
 - Twitter: [@kcballet](https://twitter.com/kcballet)
 - YouTube: www.youtube.com/kansascityballet
 - LinkedIn: www.linkedin.com/kansas-city-ballet
- Kansas City Ballet Hashtags include:
 - [#kcballet](#), [#KCBNut](#), [#kcbnutcracker](#), [#kcbschool](#)



PHOTOGRAPHY, VIDEOGRAPHY & MEDIA

Media inquiries of any kind are to be referred to Kansas City Ballet Publicist Ellen McDonald at (816) 444-0052 or publicity@kcballet.org

- All media is to be initiated and coordinated by Kansas City Ballet. No family member is to initiate any media on behalf of their student.
- For the safety of our students, the taking of photographs or video (including on cell phone cameras) of students in the hallways or dressing rooms and at rehearsals or performances other than by individuals approved by Kansas City Ballet is strictly prohibited.
- Kansas City Ballet reserves the right to take and use photographs and/or video (for promotional materials) of student performers during auditions, rehearsals or performances, per the Photo Release and Media Agreement signed online by all families at *The Nutcracker* audition.
- As Kansas City Ballet is an American Guild of Musical Artists company performing with the Kansas City Symphony, Kansas City Ballet cannot allow company dancers or the orchestra to be photographed or videotaped for any purpose other than by individuals pre-approved by Kansas City Ballet.
- Photographs or videos of Company or Second Company dancers may not be taken or posted to Social Media for a student or family members personal or professional use.
- In the event that these policies are violated, the individual is responsible for compensating all artists appearing in such video or photographs at the appropriate rate of compensation and conditions of the union having jurisdiction over such use.
- **Kansas City Ballet arranges for a professional photographer to capture your student in costume both individually in a studio setting and onstage during a dress rehearsal.** Individual photos will be taken on Saturday, November 30 at the Kauffman Center. Further details can be found on page 8 of this guide.

ABSOLUTELY NO PHOTOGRAPHY OR VIDEO RECORDING IS PERMITTED FROM THE AUDIENCE SEATING, BACKSTAGE HALLWAYS, DRESSING ROOMS, ONSTAGE OR IN THE WINGS DURING THEATRE REHEARSALS OR PERFORMANCES.

It is a violation of company dancer and orchestra union rules and the photo release & media agreement all families signed at the auditions to take any photos or video during any rehearsal or performance from any location.

Any person found to be in violation of these policies will delete all applicable footage from the device in the presence of KCB Staff and may place their student's participation in jeopardy for future productions.

KAUFFMAN CENTER SECURITY POLICIES FOR AUDIENCE MEMBERS



Please visit www.kauffmancenter.org/the-center/policies for The Kauffman Center for the Performing Arts most up to date security policies and accessibility information for performances.

All persons and items entering the Kauffman Center for the Performing Arts are subject to search. Kauffman Center for the Performing Arts management reserves the right to refuse any item deemed a potential safety or security risk or with the potential to be a distraction to the event being held.

Security Screenings will be performed by trained professional contracted security staff, and may include, but are not limited to:

- Visual screening
- Bag, case, coat, and hat screenings
- Hand-held magnetometers
- Walk-through magnetometers and/or threat detection systems

Certain types of bags and/or cases are prohibited (this list does not apply to Performers using the Performer & Staff Entrance), including but not limited to:

- Backpacks
- Luggage
- Computer Bags
- Camera Bags/Cases
- Instrument Cases
- Briefcases
- Large Totes and Duffel Bags

All items entering the Kauffman Center will be screened at the point of entry. Items prohibited in the Kauffman Center include, but are not limited to:

- Firearms of any size or type*
- Other weapons and knives of any size or type
- Pepper spray, mace, or other chemicals
- Alcohol, illegal substances, or drug paraphernalia
- Professional-grade audio, photo, or video recording equipment
- Cans, bottles, or outside food and beverages

**Licensed law enforcement officers, please contact Patron Services with appropriate identification upon arrival if carrying a firearm.*

Patrons with prohibited bags, cases, or other items have two options:

- The item may be returned to a vehicle prior to admittance.
- Bags or cases may be left at the Kauffman Center's Coat Check located on the Plaza Lobby Level. (These items will be screened prior to entering the facility.)

The following exceptions will be made after a proper inspection for:

- Diaper bags
- Oversized medically necessary items
- Equipment use of approved media outlets accompanied and approved by Kauffman Center staff

Backpack purses must be worn on one shoulder. If the purse is worn as a backpack, the patron will be asked to adhere to this policy or check the bag at Coat Check.

Unattended items left anywhere in the facility will be inspected and taken to the Security Office.



THANK YOU FOR YOUR FAMILY'S
PARTICIPATION IN KANSAS CITY BALLET'S
THE NUTCRACKER!