



**SWAN
LAKE**

**STUDENT REHEARSAL
GUIDE**



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WELCOME LETTER

Dear Swan Lake Student Cast Members and Families,

Congratulations and welcome to *Swan Lake* 2020! We are very excited for this year's production and hope that you are too. Performing in *Swan Lake* is fun and rewarding, but it is also a big responsibility. As a cast member, students will be held to the same high standards as the professional company and second company dancers and that are expected by our audiences. This guide was created as a resource for you to ensure a smooth and successful rehearsal and performance experience.

All students cast in *Swan Lake* must be available to rehearse and perform in any cast for all rehearsals and performances. Exceptions will not be made for students who are unable to commit to the full rehearsal and performance schedule. **One excused absence is allowed on or before February 6 and perfect attendance is required from February 7 through the closing performance on February 23.** This includes vacations and school activities. More than one absence before February 6 or any absence after February 7 may result in dismissal from the cast and may jeopardize a student's eligibility to audition for future Kansas City Ballet productions.

Students are expected to regularly attend their ballet classes during *Swan Lake* rehearsal and performance period. All absences from Kansas City Ballet 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.

On Friday, January 31, the performance assignments and detailed theatre schedule for each cast will be distributed to *Swan Lake* families via email. We do not allow performance swaps and families may not arrange these between themselves and their alternates. The complimentary ticket policy will also be distributed on Friday, January 31. Please see page 12 of this guide for details.

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

- Studio Rehearsal Schedule -check regularly in case of changes
- Student Performer Calendar -note the option to subscribe (+GoogleCalendar)
- Student Role Assignments and (after January 31) Casting
- Student Performance Assignments (after January 31)

Thank you and we are looking forward to seeing our student cast members in rehearsal soon!



CONTACT INFORMATION

Stage Manager: Victoria Frank
Assistant Stage Manager: Elizabeth Wray

EMAIL: kcbstagemanagement@gmail.com

All concerns, questions or requests related to *Swan Lake* 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 *Swan Lake* 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: www.kcballet.org/studentperformer

The student rehearsal schedule, student performer calendar, role assignments, and, after January 31, 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,

Class codes will be emailed with casting invitations or results

Families can sign up to receive notifications from Remind Classes for their role and the full cast 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 studio rehearsal, 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.



ETIQUETTE & BEHAVIOR

ETIQUETTE

- No talking, yawning, slouching, laying down or hanging from ballet barres while in studio or 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.
- Studio rehearsal and 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, in studios, in studio dressing rooms and theatre dressing rooms**, no other food or drink is permitted in these areas.
- No glass water bottles.
- If a break is noted on the studio or 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, the studio dressing rooms, the backstage dressing rooms or in studios.

AVAILABLE ROLES

Level	Possible Roles			
2-4 Boys	Page			
5-8 Men	Aristocratic Men	Guards		
Daytime Men	Aristocratic Men	Guards		
4-5 Girls	Village Maidens			
6-8 Women	Neapolitan	Aristocratic Women	Ladies in Waiting	
Daytime Women	Neapolitan	Aristocratic Women	Ladies in Waiting	Village Maidens



ATTIRE

DRESS CODE

- Students are expected to come to rehearsal and performances in correct attire (KCBS uniform for studio rehearsals, information regarding required garments, hair and make-up for theatre rehearsals and performances will be distributed in late January).
- **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 Bolender Center and 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 must be properly sewn and tucked in.
- For studio rehearsals, ladies should wear their hair in a ballet appropriate style; bun, French twist, or any hair style that is secure and without loose hair. Appropriate hair products should be used (hair spray, gel, hair net, etc.).
- 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 with hair and make-up completely done.** Information regarding required garments, hair and make-up for theatre rehearsals and performances will be distributed in late January.
- 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.



IMPORTANT DATES

MONDAY, DECEMBER 23	CASTING INVITATION - Neapolitan Students
TUESDAY, JANUARY 7	LEVEL 4-5 GIRLS & DAYTIME I GIRLS AUDITION - 6:00-6:30pm Registration 6:30-8:00pm Audition
TUESDAY, JANUARY 7 (late evening)	ROLE CASTING NOTIFICATION - Village Maidens
WEDNESDAY, JANUARY 8	FIRST REHEARSAL - Neapolitan Students
FRIDAY, JANUARY 10	FIRST REHEARSAL - Village Maidens
TUESDAY, JANUARY 14	CASTING INVITATION - Ladies in Waiting, Guards, Aristocratic Men & Women, Pages
TUESDAY, JANUARY 21	FIRST REHEARSAL - Ladies in Waiting, Guards, Aristocratic Men & Women
THURSDAY, JANUARY 30	FIRST REHEARSAL - Pages
FRIDAY, JANUARY 31	THEATRE REHEARSAL & PERFORMANCE SCHEDULE NOTIFICATION (includes Cast A/B performance dates)
THURSDAY, FEBRUARY 6	LAST DAY FOR EXCUSED ABSENCES
FRIDAY, FEBRUARY 7	ALL REHEARSALS & PERFORMANCES REQUIRED FROM THIS DATE FORWARD
TUESDAY, FEBRUARY 11	THEATRE REHEARSALS BEGIN
FRIDAY, FEBRUARY 14	FIRST PERFORMANCE
SUNDAY, FEBRUARY 23	FINAL PERFORMANCE



SCHEDULES

One excused absence is allowed on or before February 6, perfect attendance is required from February 7 through the closing performance on February 23.

STUDIO REHEARSALS

- Studio rehearsal schedules can be found on the next page, posted on the Mezzanine Call Board and at <http://www.kcballet.org/studentperformer/>
- Studio rehearsals begin on **Wednesday, January 8**, and continue through **Saturday, February 8**.

THEATRE REHARSALS & PERFORMANCES

- Times listed are approximate, detailed drop off and pick up times for each role will be distributed on Friday, January 31.

THEATRE SCHEDULE & PERFORMANCES

Specific Drop Off and Pick Up Times to be determined and distributed by January 31.

SUN	MON	TUES	WEDS	THURS	FRI	SAT
<u>FEB 9</u>	10	11	12	13 Possible Afternoon Theatre Rehearsal	14 10:30am Performance #1	15 7:30pm Performance #3
		Evening Theatre Rehearsal	Evening Theatre Rehearsal	Evening Theatre Rehearsal	7:30pm Performance #2	
16 2:00pm Performance #4	17	18	19 7:30pm Performance #5	20 7:30pm Performance #6	21 7:30pm Performance #7	22 2:00pm Performance #8 7:30pm Performance #9
23 2:00pm Performance #10						



STUDIO REHEARSAL SCHEDULE

SUN	MON	TUES	WEDS	THURS	FRI	SAT
JAN 5	6	7 Level 4-5 Girls / Daytime I Girls Audition & Casting Notification	8 7:00-8:30 Neapolitan Students	9	10 6:00-7:00 Village Maidens 7:00-8:30 Neapolitan Students	11 3:00-4:30 Village Maidens
12 12:00-1:30 Village Maidens 1:30-3:00 Neapolitan Students	13	14 Casting Invitation - Ladies in Waiting, Guards, Aristocratic Men & Women, Pages	15 7:00-8:30 Neapolitan Students	16	17 6:00-7:30 Neapolitan Students 7:30-8:30 Village Maidens	18 3:00-4:30 Village Maidens
19	20	21 6:00-7:00 Ladies in Waiting, Guards, Aristocratic Women & Men	22 7:00-8:30 Neapolitan Students	23	24 6:00-7:00 Village Maidens 7:00-8:30 Neapolitan Students	25 3:00-6:00 Village Maidens & Neapolitan Students
26	27	28	29 7:00-8:30 Neapolitan Students	30 5:30-6:30 Ladies in Waiting, Guards, Aristocratic Women & Men, Pages	31 6:00-7:00 Village Maidens 7:00-8:30 Neapolitan Students	FEB 1 3:00-6:00 All Students
2	3	4	5 7:00-8:30 All Students	6 Attendance at all Rehearsals and Performances mandatory from this date forward	7 5:00-8:00 All Students	8 12:30-3:00 All Students 4:00-6:30 All Students



PARKING

BOLENDER CENTER - STUDIO REHEARSALS

Free parking is available at the Bolender Center – please note that the parking lot can be very busy on evenings and weekends. Please adhere to Kansas City Ballet School drop off and pick up rules when your student is attending *Swan Lake* rehearsals. The gravel parking under the viaduct is for KCB staff and dancers only.

KAUFFMAN CENTER - THEATRE REHEARSALS & PERFORMANCES

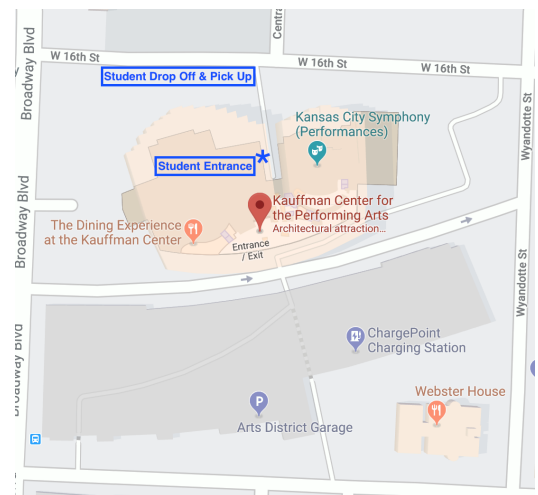
Covered parking is available in the Arts District Parking Garage. Rates for performances are \$10 (subject to change). Parking rates vary during the day, and, on non-performance weekends, an attendant or posted signage will provide rates upon entry. Please note that Kansas City Ballet does not have any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



← **Bolender Center**
Drop Off area in Green
Pick Up area in orange
No parking area in red

Kauffman Center →
Drop Off and Pick Up
Area in Blue



ARRIVAL AND DEPARTURE

BOLENDER CENTER - STUDIO REHEARSALS

Arrival:

- Students are to be dropped off 10 minutes prior to their listed rehearsal time.
- Students are to leave their belongings in their designated dressing rooms, no dance bags are to be left on the Mezzanine. We recommend students do not bring electronic devices or valuable items to the Bolender Center. Kansas City Ballet is not responsible for any items that are lost, stolen or broken.
- Students are to arrive rehearsal ready, wearing their class uniform under cover ups.
- Students are to meet and sign in at the Student Call Board on the Mezzanine. A member of Stage Management will escort students to their rehearsal studio.

Departure:

- Students are escorted out of the studio by a member of Stage Management when released from rehearsal.
- Security personnel are present until the last student has been picked up, please be prompt in picking up your student.



ARRIVAL AND DEPARTURE CTD.

KAUFFMAN CENTER - THEATRE REHEARSALS & PERFORMANCES

- Specific theatre rehearsal Drop Off and Pick Up times will be distributed on Friday, January 31.
- Students are to be dropped off and picked up no more than 10 minutes before and after their listed rehearsal time. We cannot guarantee the availability of staff to supervise students who are dropped off more than 10 minutes early. Security personnel are present until the last student has been picked up, please be prompt in picking up your student.
- Families who are chronically late in picking up their student may place their student's participation in jeopardy for future productions.
- 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.
- No students will be released into the Kauffman Center lobby at any time.
- Students are to arrive rehearsal or performance ready with their hair done and wearing appropriate underdressing, a coat, cover ups and street shoes.
- 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.
- Students are provided with a backstage pass that must be shown upon arrival.
- 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. When released, students are escorted to the Performer and Staff Entrance by a backstage volunteer or a member of KCB staff.
- Siblings and car pools may arrive and leave at the earliest and latest 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.
- 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 avoid texting and driving.
- 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 whose families are watching a performance may be picked up after the show and First Half students who will be watching the Second Half 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.



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 performers 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 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.



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

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.

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 *Swan Lake* 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. Students will be notified of their performance assignments on January 31.

COMPLIMENTARY TICKETS

- Students who perform in *Swan Lake* are provided with a limited number of complimentary tickets by Kansas City Ballet.
- The Complimentary Ticket details and policy will be distributed by January 31.
- Complimentary Tickets cannot be requested before January 31.
- There are no exchanges once Complimentary Tickets have been redeemed.
- Complimentary tickets can only be requested or redeemed at the KCB Box Office.

SEEING THE SHOW

- Students in the Second Half are not permitted to watch from the audience.
- Students in the First Half can only join their family for the Second Half if they have a ticket.
- Students whose families are watching a performance may be picked up after the show and First Half students who will be watching the Second Half 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.



BACKSTAGE VOLUNTEERS

Only designated volunteers are allowed backstage.

VOLUNTEER INFORMATION

- **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).**
- A Backstage Volunteer Sign Up will be distributed to families by Friday, January 31. 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.
- 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.
- KCB Security will provide each Backstage Volunteer with an identification badge to be worn throughout the entire shift.
- 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 on the Student Theatre Callboard on the Kansas City Ballet Student Performer Website www.kcballet.org/studentperformer and in the Student Dressing Rooms at the theatre.



BACKSTAGE VOLUNTEER GUIDELINES CONTINUED

- 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 (Neapolitan, Page, 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 *Swan Lake*. 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 *Swan Lake* 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 /kcbsschool
 - Instagram: @kc.ballet and @kc.balletschool
 - Twitter: @kcballet
 - YouTube: www.youtube.com/kansascityballet
 - LinkedIn: www.linkedin.com/kansas-city-ballet
- Kansas City Ballet Hashtags include:
 - #kcballet, #KCBSwanLake, #kcbsschool



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 during *The Nutcracker* or *Swan Lake* auditions.
- 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 onstage during a dress rehearsal.** Individual photos will be taken on Saturday, November 30 at the Kauffman. The link to purchase these photos will be distributed when it becomes available.

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
SWAN LAKE!