

# *Nutcracker*

Performance Dates

December 9, 10, & 11, 2016

Sunset Center- Carmel

## **Parent Information**

Audition/Registration fee for this program is \$20.00 per student and is due at the time of registration. (Registration is not subject to any scholarship allocation). Student enrollment and costume rental fee for the 3 1/2 months of rehearsals and the performances is \$395.00. Total payments are as follows:

August 28, 2016: \$20.00 Audition Fee  
September 15, 2016: CORRECTLY COMPLETED MPC form for selected performer in Grades 6-12\*\*  
October 15, 2016: Sweatshirt orders  
November 1, 2016: \$395.00 Production and costume rental fee for 2 or more roles  
\$200.00 Costume rental fee for 1 role++  
November 15, 2016: Late fees \$100.00 per performer  
November 16, 2016: Program Ad & Donation deadline

**\*\* MPC forms are filled out by student performers in Grades 6-12, whom have NEVER completed Dance Kids MPC course Theater 77 previously.** These children would typically be 6<sup>th</sup> Grade Students or students who has not preformed in Nutcracker before. MPC has changed it course repeat policy; a student can enlist and complete DK courses only once for credit. **Turn in completed forms at Carmel Academy of Performing Arts.** A clerk can direct you to the Dance Kids Mailbox.

++Dance Kids Board of Directors has waived the Production fee of \$195.00 for those students cast in only one role.

Dance Kids of Monterey County rents students costumes to use during the production. Students will be responsible for providing appropriate dance shoes and tights for rehearsals by their first rehearsal and performances by Nov. 15<sup>th</sup>. Performers will no longer be allowed to attend rehearsals without proper attire, shoes, and hair style. All costumes must be returned to Dance Kids professionally dry cleaned. **Failure to dry clean costumes will result in a \$100.00 cleaning charge.** Additionally, costumes must be returned to Dance Kids or a Dance Kids representative one month after completion of the performance.

A limited number of partial scholarships are available. If you would like us to Email you an application for financial assistance, please contact the Dance Kids office by phone 622-9008 or email no later than **September 15, 2016**. You must be able to demonstrate financial need in the application.

Checks are to be made out to **DANCE KIDS OF MONTEREY COUNTY** and may be mailed to **Dance Kids of Monterey County**, P.O. Box 6225 Carmel, CA 93921. Dance Kids has a mailbox inside the Carmel Academy of Performing Arts; payments can be left with the CAPA clerk on duty. For Credit card payments Dance Kids accepts Visa, Master Card or Discover; NO American Express. Credit card information can be called in to the Dance Kids office or written down in a sealed envelope and given to CAPA clerk on duty.

## **FUND RAISING**

For this production to run to its completion, a total of approx. \$80,000.00 is needed. Sources of funds come from a variety of grants, ticket sales, fees, and other fundraising events sponsored by Dance Kids. We ask that each family participate and raise an additional \$200.00 per family towards the production. The Board of

Directors ask for voluntary help towards production costs, rather than dramatically increasing fees; continued fundraising has been going on throughout this past year, not just during the rehearsal time period. Contact Carol Richmond directly at [arccba@sbcglobal.com](mailto:arccba@sbcglobal.com) with any fundraising ideas you may have.

## REHEARSALS

Rehearsals are on weekend afternoons and evenings, and some weekday evenings. Details are outlined on the rehearsal schedule. Students are only required to attend time slots that have been assigned for their parts. Out of courtesy to the director and other performers, it is essential that students **DO NOT MISS** rehearsals. **STUDENTS WILL BE DROPPED FROM THE PRODUCTION AFTER MISSING 3 UNEXCUSED REHEARSALS.**

An **excused absence** is one that is noted on the audition form and/or given in writing, to the director, **TWO WEEKS** in advance. Illness with fever or family emergencies are considered an excused absence.

An **unexcused absence** is one that is not in writing to the director two weeks before the absence or not noted on the audition form.

All the rehearsals for Nutcracker will be held at Carmel Academy of Performing Arts, Mission & 8<sup>th</sup> Carmel, CA. MPC will not be used this season.

## CASTING

All interested students are cast! Families are asked to review the casting results which will be posted at the Carmel Academy of Performing Art's front window by September 6<sup>th</sup>. Once again we look forward to the return of Andrea Paris Gutierrez, as director and choreographer.

Once our email coordinator has an updated list of contacts, all further information is sent out to cast members in our Nutcracker Cast & Crew Updates. Please make sure your email information is clearly written on your registration forms. Rehearsals will begin Friday Sept 9<sup>th</sup>. Choreography will be set by the rehearsal assistants Sept 9<sup>th</sup> thru Sept 19<sup>th</sup>. It is imperative not to miss these rehearsal dates.

## Frequently asked questions:

1. What forms do I fill out?

All student performers fill out the registration packet. There are 8 pages to this document. Page 8 lists volunteer positions and does not need to be turned in. "Write in" your volunteer position on Page 7. The packet is distributed to the appropriate committee chairpersons.

2. Who completes MPC forms? Why can't I enroll directly online for MPC?

Selected Performers in Grades 6-12 must complete a MPC form. MPC allows a student to enroll in Theater courses **once** for Dance Kids to receive State funding. No course repeats.

### 6 - 12 Grade Student Information (Direct from MPC website)

Monterey Peninsula College (MPC) allows students in grades 6-12 to enroll in advanced scholastic college courses numbered 1-199. Concurrent enrollment is granted with written approval from the school principal and parent/legal guardian prior to registering. Concurrent students in grades 6-8 need additional approval from the MPC Dean of Student Services. All 6-12 students are required to submit an Application for Admission to the Admissions and Records Office each time they plan to attend.

**Students under 13 yrs of age cannot apply online, but must submit a paper copy of the Application for Admission to the Admissions and Records Office,** located in the Student Services Building.

Dance Kids has a parent coordinator act as a liaison between MPC and Dance Kids. The coordinator ensures all paper forms are completed, then submits one group of forms to MPC for tracking purposes with the intent that parents don't get double billed for courses, the children receive college credits, and Dance Kids receives all eligible state funding. MPC sends a representative to meet with all eligible students and parents on a later date, usually in November. Once Dance Kids gets notified of this date it is passed on to those families who need to attend.

3. Where can I get the MPC forms?

Dance Kids or MPC supplies the forms. Please check the web sites of either organization.

4. What MPC forms are needed?

Paper Application for Admission

[Concurrent Enrollment \(Grades 6-12\)](#)

MPC Add Drop Form

The course code Thea 77, section 0750, credit hours 3.0 is used on the MPC application.

5. I want to be a parent performer in the production. What must I do?

We encourage parent participation and parent performer is an acceptable volunteer position. The parent should list their name and phone number on the volunteer contract; we especially need dads for the party scene. The parent must complete ONE form: **Adult Performer Standard Release Form**. This form gives consent for filming, advertising, and general liability release. Dance Kids needs the adults email address to send the rehearsal schedule out.

# *Dance Kids of Monterey County*

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**A Non Profit, Youth Performing Arts Organization**

August 9, 2015

To All Parents and Performers!

Hello & Welcome to Nutcracker! We are excited that you have decided to take part in our Holiday Ballet. Please take a few moments to review this letter, as it will help answer many questions you might have.

## **WHAT IS DANCE KIDS OF MONTEREY COUNTY?**

Dance Kids of Monterey County was created to provide ongoing performance opportunities in dance and theater arts to the youth of Monterey County. Our mission is to strengthen character and positively influence children's lives through the performing arts. Dance Kids of Monterey County is a non-profit organization, meaning that we must raise the money needed to put on our productions.

## **MPC FORMS**

**One source of funding is a grant from the State of California through Monterey Peninsula College.** We receive a stipend for each student performer Grades 6-12 with the production. Our funding is based upon the number of MPC forms submitted. These forms need to have accurate social security numbers, and they need to be signed by a school principal or designee for those in Grades 6-12. Our goal is to receive completed MPC forms on all eligible students. MPC has changed its course repeat policy; a student can enlist and complete DK courses only once for credit. We understand that these forms can be tedious and we thank you in advance for your cooperation and patience. Deadline to turn in forms is September 15, 2015. \*\*

## **FEES**

Production & costume rental fees are another way that we can raise money for this production. The total fee that we charge for three and one half months of rehearsals and costumes is \$395.00. Further breakdown of the total fee is as follows: \$195.00 is used to offset production costs. Costume rental fee for every performer is \$200.00. Please be aware Dance Kids Board of Directors has waived the Production fee of \$195.00 for those students cast in one role for 2016.++ Additional charges may apply if fees are paid late; or if costumes are returned dirty. Additionally, we have a very limited amount of partial scholarships available. It is very important that we receive full payments for each student according to schedule listed on the Parent Information sheet. If the tuition & costume rental fee has not been paid by this time, the performer will not be allowed to continue the rehearsal process or take part in the shows. Please be aware that all **invoices are sent out the end of October by email.**

## **TIME COMMITMENT**

It is important to understand the time commitment involved with the production before signing up. You will be responsible for attending ALL of your scheduled rehearsals. **If you must miss a rehearsal, you need to inform us as early as possible by email to our production EMAIL Coordinator.** When students miss rehearsals it makes it very difficult to keep the rehearsal process running smoothly. Please help us by minimizing the number of rehearsals that your child will miss, and by informing us ahead of time of those rehearsals that will be missed. Rehearsal for most numbers will take place on Fridays, Saturdays and Sundays, although there will be some rehearsals scheduled on weekdays. Time commitments increase as we get closer to the show.

## **VOLUNTEERING**

Putting on a production is a very time and labor-intensive endeavor. We have a small amount of staff that works very hard throughout the year, but they cannot do it without the help of each and every parent! Each parent is expected to help by volunteering for twenty hours. If you are unable or unwilling to volunteer your time for this production, an additional fee of \$300.00 will be charged. This amount is used to hire outside vendors and/or staff to assist with the production.

## **ATTIRE**

**BEGINNING ON THE FIRST DAY** students are expected to come to rehearsal in appropriate dance clothing. Both girls and boys need to rehearse in ballet shoes and later wear appropriate dance shoes for each scene they are in. Girls must wear a black leotard and pink tights, and have their hair secured in a bun. Boys must wear black pants and a white t-shirt. Students that are not in proper attire may not be allowed to participate in that day's rehearsal. Please **label all of your child's belongings** and send them with a dance bag to keep all of their things together. Tres Jolie, 375-3000, located in Monterey is given a list of necessary tights and shoes for the production or you may purchase items on-line from [www.discountdance.com](http://www.discountdance.com).

## **TECH WEEK**

"Tech Week" is the week prior to the production. During this week we "block" the production—meaning setting the production in the new space, adjusting formations, setting the wings from which the performers will enter and exit, and working with the set pieces, "light" the production, and do a "dress rehearsal". These activities can be very time intensive and tedious, but they are very important to putting on a quality show. These rehearsals in the days prior to the show are sometimes long, and run later than normal rehearsals. We realize that the times may be difficult for performers and parents, but we make every effort to get the performers out as early as possible, and we thank you in advance for your patience. The schedule for Tech Week, including call and warm-up times, will be distributed as early as possible.

## **PERFORMANCES**

Performances will take place at Sunset Center Theater, located in Carmel at San Carlos between 8<sup>th</sup> and 10<sup>th</sup> Streets. There will be a total of 4 performances. A dress rehearsal performance for school children will take place Friday December 9<sup>th</sup> at 10am (call approx 8am). The performances will take place Friday evening December 9<sup>th</sup>, Saturday evening December 10<sup>th</sup>, and Sunday matinee December 11<sup>th</sup>. The Rehearsal Schedule often has to be updated due to conflicts, mini performances, or other unforeseen events. Please check the copy of the Rehearsal Schedule posted at Carmel Academy of Performing Arts and your email as changes are emailed out to the cast. **Please make sure your email address provided is correct and legible.**

Thank you for being part of this production. We hope that you and your child enjoy the experience! If you have any questions regarding the information above, or any other questions, please do not hesitate to call our office at 622-9008. Keep in mind the **Dance Kids office is staffed by parent volunteers**. Hours of operation are limited. Your call is important to us, so please leave a message so we can get back to you.

Warm Regards,  
Alan & Carol Richmond, Producers

# Code of Conduct For Performers & Parents

**Students:** Have fun! Respect other students, all teachers, staff and parents. Attend regularly, arrive 10 minutes early and be picked up on time. Follow the Dress Code every day. No talking or sitting down in rehearsals. Be prepared to give 100%. No gossiping; work together as a team.

**Parents:** Have a great time watching your child grow and learn! Respect all students, teachers, staff and other parents. Have your child attend rehearsals regularly, bring your child 10 minutes early and pick your child up on time. Be sure your child is dressed according to Dress Code. Ask your child to give 100% in rehearsals and performances. No negative comments to or about the dancers or other parents. No gossiping; work together as a team.

Dance Kids enforces this Code of Conduct and students and/or parents are asked to leave if it is not being followed. We expect a partnership with our parents to ensure that students understand these expectations. If problems continue, parents are asked to attend rehearsal with their child! We reserve the right to ask that a family transfer out of the Dance Kids program.



# Nutcracker

## Important Dates

- NOW Registration & MPC forms should be in and complete!
- 15 Sept Parents must either sign up for volunteer positions or opt to pay the \$300.
- 15 Oct Sweatshirt orders; Contact Sweatshirt Coordinator
- 1 Nov Final Payment of \$395.00 is due: Checks made payable to "Dance Kids"
- 10 Nov Silent Auction Donation Deadline; Contact Silent Auction Coordinator
- 16 Nov Program Ad Deadline; Contact: Program Ad Sales Coordinator
- 6-8 Dec Tech Week (rehearsals each night @ 6:30 – 9:30, beginning Tues at Sunset Center)
- 9- Dec 10 am Performance for Local Schools- (not open to the public)  
5:00 – 6:30 Gala Fundraiser at Sunset Center, Room 105  
7:00 pm Opening Night Performance at Sunset Center
- 10- Dec 7:00 Performance at Sunset Center
- 11- Dec Noon Sugar Plum Fairy Party, Room 105  
2:00 pm Matinee Performance at Sunset Center  
Wrap Party- time/location TBA
- Jan Costumes must be dry cleaned and returned- Date/Time- TBA