Dear Nutcracker Parents,

Welcome! We are so pleased that your child will be joining us for Santa Clara Parks and Recreation's seventh annual Nutcracker production. Whether this is your child's first year, or seventh year, we are certain that they are going to have the time of their life over the next few months.

Please read through the attached packet of information in its entirety. The enclosed information is extremely important and will need to be referred to over the course of the production. The packet should answer any questions that you may have. If your packet gets lost or misplaced, please let us know and we will get another one to you.

The packet includes everything from rehearsal and performance dates and times, to information on casting, tickets, and costumes, to what make-up will be needed for the performances, and how to be a parent volunteer.

We realize that you have been given a lot of information and that you may still have questions. Please keep in mind that rehearsal time is very valuable and that every minute Miss Kimberly spends answering questions from parents, in class, is a minute that the participants miss out on their rehearsal time. For this reason, please email Miss Kimberly with any questions that you may have.

Thank you again for being a part of this exciting production! We are eagerly anticipating seeing each one of your children on stage, performing in the seventh annual production of the Nutcracker with the Santa Clara Parks and Recreation Department!

If you have any questions or concerns, please contact Miss Kimberly via email at scukim@yahoo.com, or you may contact Robin Shaddle at rshaddle@santaclaraca.gov or (408) 615-3154.

Sincerely,

Robin Shaddle
Recreation Coordinator

Kimberly Davey
Director

Nutcracker Parent Information

I. Correspondence

a. After the in-class distribution of the parent information, all future correspondence for *The Nutcracker* will be via email.
b. Priority Ticket Order Forms will be mailed to the address we have on file.
c. **Please check with the Community Center front desk to confirm that we have your most current information on file.**

II. Performances

a. Location: Mission City Center for Performing Arts (Wilcox High School Theater)

b. Dates: Friday, December 6, 7:00 p.m., Saturday, December 7, 10:30 a.m., 1:00 p.m. and 4:00 p.m., Sunday, December 8, 1:00 p.m. and 4:00 p.m.

c. Drop Off/Pick Up:
   - On Friday, participants need to be dropped off at 6:00 p.m. for the 7:00 p.m. performance. Participants can be picked up once they have changed out of costume.
   - On Saturday, participants need to be dropped off at 9:30 a.m. for the 10:30 a.m. performance and 3:00 p.m. for the 4:00 p.m. performance. When participants are finished with their performances for the day, they can be picked up once they have changed out of costume.
   - On Sunday, participants need to be dropped off at 12:00 p.m. for the 1:00 p.m. performance and 3:00 p.m. for the 4:00 p.m. performance. When participants are finished with their performances for the day, they can be picked up. Make sure they have all of their belongings with them.

d. Some participants will be in more than one performance each day. In this case, participants will be required to stay at the theater between shows. City staff and parent volunteers will be present to supervise. Please send a lunch with your child to be eaten between performances on Saturday and Sunday.

e. Performance time is approximately one hour.

III. Roles/ Casting

a. There will be two casts (Cast A and Cast B) for all roles except Flowers. Flowers will be in all six performances.

b. Specific advanced roles will have a Cast C as well. Participants in any of these roles will be notified, individually, which performances they are in.

c. Cast A will perform in the Friday, December 6 @ 7:00 p.m., Saturday, Dec. 7 @ 4:00 p.m. and the Sunday, Dec. 8 @ 1:00 p.m. shows.

d. Cast B will perform in the Saturday, Dec. 7 @ 10:30 a.m. and 1:00 p.m., and Sunday, Dec. 8 @ 4:00 p.m. shows.

e. Your child may be performing more than one role in a show, or two different roles in each cast.

f. Roles and cast assignments will be posted in the lobby at the CRC on Tuesday, August 20th. This is when you will be notified which role and which cast (A or B) your child is in.

IV. Rehearsals

a. Location: Mission City Center for Performing Arts (Wilcox High School Theater)

b. Dates and Times:
   i. **Monday, November 25, 3:30-6:30 p.m.: Cast A Dress Rehearsal.** Bring all costumes and costume pieces, including tights, shoes, hair bows, etc. Bring costumes on a hanger. Dress rehearsal on stage. Costume check. Do not come in costume. Costumes will not go home after this date, unless alterations are needed.
   ii. **Tuesday, November 26, 3:30-6:30 p.m.: Cast B Dress Rehearsal.** Bring all costumes and costume pieces, including tights, shoes, hair bows, etc. Bring costumes on a hanger. Dress rehearsal on stage. Costume check. Do not come in costume. Costumes will not go home after this date, unless alterations are needed.
   iii. **Tuesday, December 3, 3:30-6:45 p.m.: Cast A Full Dress Rehearsal.** Full dress rehearsal on stage. Come in regular clothes and change into costume. Hair and make-up requirements are listed in section VII.
   iv. **Thursday, December 5, 3:30-6:45 p.m.: Cast B Full Dress Rehearsal.** Full dress rehearsal on stage. Come in regular clothes and change into costume. Hair and make-up requirements are listed in section VII.
   v. **Friday, December 6, 3:30-5:00 p.m.:** Rehearsal for roles on pointe, with the exception of Snowflakes.

V. Tickets

a. Tickets are $9.00 each.

b. Priority Ticket Orders
   i. Priority Ticket Order Forms will be mailed at the end of August.
   ii. A maximum of six tickets, total, may be ordered on the Priority Ticket Order Form.
   iii. Priority Ticket Order Forms are due by September 27. Orders will be processed at random, after this date.
   iv. Ticket order forms must be turned in to the front desk at the Community Center. Please do not turn order forms in to Miss Kimberly.

c. Vendini Online Ticket Sales
   i. Online ticket sales will begin at midnight on Friday, October 25.
   ii. A link to online ticket sales will be emailed to you by October 25.
   iii. Tickets are available on a first come, first served basis.
   iv. Tickets may also be purchased at the Community Center front desk, beginning October 25.

d. Tickets are limited, and all performances will sell out. Please make sure to get your forms in on time, and order additional tickets as soon as possible. We will not keep track of individuals who have not purchased tickets.

e. There are no refunds available for advanced ticket orders. Exchanges are available on a limited basis.

h. **If you have any questions about tickets, please call Robin at (408) 615-3154 or via email at rshaddle@santaclaraca.gov.**

VI. Costumes

a. The following classes have paid a costume lab fee with their registration: 4-6 year olds, 9-18 year olds, and 6-10 year old classes. These classes will receive a costume and keep it after the Nutcracker is finished. Some participants may have two roles, in which case they will just keep one predetermined costume.

b. Costume measurement forms will be filled out in class on the first day. Participants will be measured in class.

c. The 7-11 year old class, party/fight scene, has paid a dry cleaning lab fee. These costumes have either been rented or custom made and will be used in following years.

d. Costumes will be distributed at least a week before the production. Please take the costume home and hang it up when you receive it.

e. All costume pieces need to be labeled with the participant's name. This is very important, as costumes will be changed into and out of numerous times throughout the rehearsals and performances. Rented costumes and costumes that will not be kept need to be labeled in a semi-permanent way.

f. Please bring costumes to the theater on a hanger, preferably not in a garment bag.

g. Shoes
   i. New ballet shoes may or may not need to be purchased by the time of December performances. If you do plan to purchase new shoes, please note that specific roles require a certain color ballet shoe.
      1. Angels: white ballet shoes
      2. Mice: gray shoes will be provided
      3. All others: pink ballet shoes
      4. Pointe shoes will be discussed with those advanced roles needing them.

VII. Hair and Make-up

a. Hair: All participants, except the 7-11 year old Fight Scene and Party Scene cast, need to come to dress rehearsals and performances with their hair in a bun. The Fight Scene and Party Scene cast will have their hair done at the theater.

b. Make-up: All cast will be required to provide their own make-up. They do not need to come with make-up on. Participants must bring make-up to the first dress rehearsal.

c. The make-up must be labeled. It will stay with their costume and will be returned after the last show. **A labeled Ziploc bag is ideal for the make-up**. The label should include the participant's name, role, and whether they are in Cast A or Cast B.
   i. Required make-up:
      1. 4-6 year classes: blush and lipstick (not lip gloss)
      2. All other classes: blush, lipstick (not lip gloss), eyeliner, eye shadow, and mascara

VIII. Volunteers

a. We are seeking volunteers to assist with several different phases of the production. Volunteers are needed at dress rehearsals and the shows to assist with hair, make-up and supervision.

b. A Volunteer Information Form will be distributed after September 2, if you are interested in helping in any way.

c. Volunteers will be notified of their assignments in early November.

d. For more information regarding volunteer opportunities with the Nutcracker, please email Susan Diatte at sdiatte@santaclaraca.gov, or call (408) 615-3155.

IX. Other Information

a. The rehearsal process will consist of a varying workload for your child. There may be days they do less dancing, based on their roles and what parts of the production need more work at different times. It would be helpful if they bring a book or quiet entertainment for the down time, when their roles are not being worked on.

b. Missing rehearsals is not advised as we are on a very tight schedule to get students' roles learned. If students fall far behind, due to missing rehearsals, they may be taken out of parts of the production.

c. Parents of 4 and 5 year olds who are concerned about their child's comfort during the long performance days are encouraged to sign up for some of the volunteer supervision times.

d. To preserve costumes during the shows, we ask that you send your child with an oversized t-shirt. We will put the shirt on over their costume during lunch, snack, and in-between shows. This shirt can be sent on the first day of dress rehearsals. Please make sure it is labeled.

X. Contact Information

a. Kimberly Davey: scukim@yahoo.com - Questions regarding classes, general information, schedule, and notifying of absences

b. Robin Shaddle: rshaddle@santaclaraca.gov or (408) 615-3154 - Questions regarding tickets, schedule, general information

c. Susan Diatte: sdiatte@santaclaraca.gov or (408) 615-3155 - Volunteer questions and information

Thank you in advance for your support and cooperation!