

Spring Production  
**Composer's**  
Suite

MAY 8 - 9, 2020

An evening of classical,  
neo-classical and  
contemporary ballet  
set to a selection of  
inspiring music.

**2020 SPRING PRODUCTION  
PERFORMANCE PACKET**

Updated on 3/3/2020 - Subject to Change

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# Introduction

For more than 25 years, Evergreen City Ballet continues to produce professional-level performances that serve a diverse population of audiences throughout the Puget Sound region. We take pride in maintaining the quality and excellence of our productions, something that we have been known for these past few years. Thank you for being a part of the magic!

This spring, **Evergreen City Ballet** is excited to collaborate with **The Newport High School Orchestra** to present an evening of classical, neo-classical, and contemporary ballets set to a selection of inspiring music.

## Performance Venues & Times:

- **Newport High School PAC - May 8th** (Evening performance, time TBD)
- **ECB Black Box Theater - May 9th** (Matinee and evening performance, time TBD)

This packet covers information regarding rehearsals and performances for this year's Spring Production. Expectations of dancers during rehearsals in the studio and onstage at the performances will be outlined below. It is very important that all dancers and families understand the guidelines described in this packet. Please take the time to review this packet with your dancer, and follow-up with both Ms. Charmaine at [rehearsal@evergreencityballet.org](mailto:rehearsal@evergreencityballet.org) and Mr. Benny at [director@evergreencityballet.org](mailto:director@evergreencityballet.org).

## Performing is:

- a gift from the performer to the audience
- a team effort
- a time to work hard and have fun

## Performance Opportunities are offered at ECB in order to:

- share accomplishments with family, friends, and the general public
- provide exposure of the performing arts to our community
- provide valuable stage experience for our students
- educate our students and families about professional training, rehearsal, performance etiquette

## Performing at Evergreen City Ballet is:

- a valuable opportunity and a privilege
- open to any student who meets age, class level, and attendance requirements
- designed to foster pride in team effort

## Performing at Evergreen City Ballet requires:

- a positive contribution by both students and families
- respect for all instructors, staff, volunteers, and peers
- group cooperation to create the best environment for the performers possible
- absolute compliance with all rules

# Attendance

**Attending all scheduled rehearsals is MANDATORY.** When dancers are absent the creative team cannot work efficiently and it jeopardizes the quality of the production. All absences from rehearsals must be **REQUESTED** in advance. Please send an email to:

**Charmaine Butcher**

Rehearsal Coordinator

[rehearsal@evergreencityballet.org](mailto:rehearsal@evergreencityballet.org)

## And CC

**Bennyroyce Royon**

Artistic Director

[director@evergreencityballet.org](mailto:director@evergreencityballet.org)

**Starting Saturday, March 21st:** If a student misses two (2) or more rehearsals, we reserve the right to adjust the casting as necessary. We ask for your cooperation so that we can produce a positive experience for everyone involved.

# Performance Fee

There is a **performance fee of \$150** to help with production expenses for all levels participating, *except for PDs*. **This fee must be paid in full by Saturday, March 7th.** For questions, please contact our Office Manager Randi Yager at [officeadmin@evergree.cityballet.org](mailto:officeadmin@evergree.cityballet.org).

# Volunteering

At Evergreen City Ballet, it is impossible to execute our productions without the dedicated support of our volunteer families. Our small administrative staff rely on volunteers for help from selling tickets, to ushering, to loading in and loading out from theaters, and to helping in the wings and backstage.

We ask that you show extra love and support to your kids by volunteering. Volunteering gives you a front seat to their dance experience at ECB! **In order to equally distribute the work that must be done to put on a show, we require each registered family to complete at least 5 hours of volunteer time.**

Volunteer shifts can be filled by any responsible member of the family (this includes teenage siblings!) who completes a background check. **Acceptable jobs for fulfilling your volunteer hours are:** set-up and breakdown, wardrobe assistance, canvassing of posters and flyers, production crew (backstage hand, security desk, runner, quick changer), gift shop attendant, concessions attendant, usher, dressing room attendant and more.

If you have any questions about volunteering, please contact our amazing volunteer coordinators **Kathy Wallace** and **Andrea Hines** at [volunteer@evergreencityballet.org](mailto:volunteer@evergreencityballet.org).

It is a joy to watch your children learn and grow through each performance. We hope that you will be generous with your time and willing to share in their progress here at Evergreen City Ballet!

# Theater Rules & Procedures

## No Photography Allowed

**ABSOLUTELY NO PHOTOGRAPHY IS ALLOWED IN THE DRESSING ROOMS.** Please be respectful of each other's privacy. Use common courtesy and treat others as you wish to be treated. **If you are seen taking photos in the dressing room we will ask you to call/text your parents and then your phone will be confiscated until after the performance.**

## Behavior

- No siblings or additional family members are allowed to stay in the dressing rooms. Only authorized staff and volunteers are allowed to go in and out of the dressing rooms.
- No yelling, running, or horseplay in the dressing rooms.
- Once you arrive in the theater you must be either in your dressing room or onstage dancing.
- After each performance you must clean up after yourself and help restore the dressing rooms better than you have found it. Costumes must be properly placed on hangers and trash must be put into trash cans. Do not leave your personal belongings in the theater. ECB is not responsible for lost or stolen items.
- **Our staff, volunteers, or chaperones will not excuse children until the dressing rooms have been tidied.**

## Backstage

- **You must be quiet at all times.** Please whisper if you need to talk. Any noise from backstage travels out into the theater and disturbs the performers onstage and ultimately the audience's experience.
- **Absolutely no running or horseplay.** Be very careful backstage. Stay aware and alert at all times. Be mindful of and stay away from big prop, set, and backdrops pieces, both freestanding and hung from the ceiling.
- Be spatially mindful of your fellow dancers and stay out of the way of all tech crew and stagehands.
- **Listen and follow instructions of all adult volunteers backstage who speak to you.**
- Return to your dressing room as soon as you have finished your dance.
- **No one is allowed to watch backstage. There is no room and it is not safe.**

## Arrival

- All dancers must arrive at the theater **15 minutes before ballet warm-up class on stage.** Punctuality is essential in order to keep everything running smoothly.

- Upon arrival at the theater all dancers must be dropped off and sign-in at the Security Checkpoint. From there your dancer will be escorted to their dressing room. All dressing rooms will be clearly labeled.
- Hair and make-up should be finished before you arrive at the theater.
- Unless volunteering, no parents will be allowed backstage past the Security Checkpoint.

### **Pick Up**

All dancers must be picked up promptly after their rehearsal time ends. Please pick-up your children on time at the Security Checkpoint. **You will be charged a late pick-up fee of \$25 if you are more than 15 minutes late.** Please download the app **SLACK** to receive updates on rehearsal start and end times, drop-off and pick-up times, and other important information.

All dancers must sign in and sign out at the Security Checkpoint. **This year's Spring Production features our Level IV, V & VA, VI, and Performance Division dancers.** There is no need to be checked out by parents, dancers will be in charge of checking in and checking out at the Security Checkpoint.

### **Greeting the Audience**

- Dancers are **not allowed** to leave the dressing rooms, backstage, or the theater when the show is in progress. All dancers are to stay until the end of the performance.
- Dancers are allowed to go to the lobby after the performance in their costumes to meet their audience **for 10 minutes only.** Dancers must promptly return to the dressing rooms and get out of their costumes after greeting their audience.

### **What to Bring**

- Water bottle
- Hair spray, gel, hair brush, fine toothed comb, hair net, and extra bobby pins
- Ballet shoes and tights
- Make up for touch ups
- Baby wipes and/or make-up remover
- Please clearly label your child's name on **everything** they bring to the theater. All of their belongings must fit in a labeled, clear bag.

### **What NOT to Bring**

- We have several dancers with life threatening nut allergies. **DO NOT bring any food containing nuts to the theater.**

- **Do not** bring valuable items (jewelry, money, tablets, etc.). **You are responsible for keeping track of your own belongings.** ECB is not responsible for lost articles or money.
- **Do not** bring food that is juicy, sticky, oily, powdery, or contains dyes (pizza, cheetos, gum, Gatorade etc.) as it could be damaging to the costumes.
- **NO EATING FOOD WHILE IN COSTUME.** Dancers may eat and drink in street clothes only. We recommend that dancers eat before they put on their costumes. **Any soiled costumes are subject to a \$15 cleaning fee.**

## **Chaperones**

Chaperones will be assigned to each group of dancers. **Dancers must be respectful and follow their instructions at all times.** Chaperones will help with attendance, costume coordination, and enforcing rules. Part of being a chaperone includes taking direction from the Artistic Director, School Principal, Rehearsal Coordinator, or Wardrobe Coordinator.

Chaperones must watch all dancers they are assigned to and must stay with their group until all assigned dancers have been picked up. **Chaperones should not leave their designated posts to watch the performance from backstage.**

## **Tech & Dress Rehearsal**

**Level IV** are allowed to be released after their scheduled rehearsal time. They are not required to stay for notes at the end of the rehearsal night. All other dancers are required to stay the entire night until notes at the end of rehearsal. **For Level IV dancer parents, please download the SLACK app to get up to the minute release times.** Tech & Dress are closed rehearsals so that dancers are able to focus on performance preparation. **Parents are not allowed to watch from the audience.**

## **Illness Policy**

- If your dancer has a fever or is contagious please keep them at home. Dancers are welcome to return to the studio or theater 24 hours after their fever has broken and/or they are no longer contagious. Please consult your doctor or primary care physician.
- **If your child is too sick to perform please immediately call (646)229-5083** and leave a voicemail so that we can make arrangements for your dancer's spot to be filled. Please also send an email to our Rehearsal Coordinator, Charmaine Butcher at **rehearsal@evergreencityballet.org.**
- No one will be in the studio to answer the phones while we are at the theater, so please **do not call the studio.**



# Wardrobe Rules & Procedures

- **Absolutely NO eating, drinking, or sitting while in costume.**
- Wear only the costume that has been assigned to you. Your name will be listed on a tag and a hanger. Please take very good care of your costumes at all times.
- Check your costume and all your accessories 30 minutes before the start of the performance. Costumes that need or require repair should be brought to the attention of our Wardrobe Coordinator Debbi Malady.
- **Do not take your costumes out of the dressing rooms.**
- Do not put your costume on until Ms. Debbi, a wardrobe assistant, or chaperone have instructed you to do so. **Always check with Ms. Debbi first!**
- Dancers are responsible for properly hanging up their own costumes and putting away their headpieces and accessories after using them.
- **Neglect or improper use of costumes will result in a fine.** You will be charged \$5 for costumes found lying on the floor. You will also be charged a minimum of \$25 for costumes found mistreated or damaged in any way.
- Borrowed items such as tights, briefs, etc. must be signed out from Ms. Debbi and signed in when returned. Any items that are not returned within one week of the performance will be charged the amount of their value to the student's account.
- **NO nail polish**
- **NO earrings** for dancers in Level IV through Level VI.
- **NO dyed hair of any unnatural color** (hot pink, green, blue, etc.) during tech, dress, and performances.

## Costume Requirements

Costume requirements for this year's Spring Production will be emailed at a later date. Possible needs may include:

- Pink convertible tights\*
- Canvas ballet shoes in pink or tan (will be specified at a later date)
- Pointe shoes
- Nude undergarments

***\*Please remember that underwear should not be worn under your tights and leotard. Tights are dancers' underwear!***

## Ballet Shoes

All ballets shoes must be clean, have sewn elastics, no holes, and strings tied and tucked in. Dancers Level IV and up must wear canvas ballet shoes. Boys should wear black ballet shoes unless otherwise specified.

## **Tights**

- All tights must be clean and free of holes or runs.
- Tights for dancers Level IV and up may be found on Discount Dance Supply\*:
  - Body Wrappers Adult TotalSTRETCH® Mesh Back Seam Convertible Tights
  - Color: Theatrical Pink
  - Style No: A 45

***\*Please use our Teacher Code #108857 when checking out from Discount Dance Supply to help ECB earn points. You can visit their website at [www.discountdance.com](http://www.discountdance.com).***

## **Makeup Requirements**

**Full hair and make-up is required for Tech & Dress rehearsals.** Please remember to bring your own comb or brush. Professional photographs may be taken during tech and dress rehearsals. Tech and Dress rehearsals also provide our artistic and creative team the opportunity to make sure that we are producing professional-level performances.

**Stage makeup is required for all dancers. However, fake eyelashes are unnecessary for performances at ECB's Black Box Theater.** While we understand it feels like a lot of make-up, please keep in mind that this is for stage purposes only. To keep costs low, all makeup products can be purchased from local stores and online.

For questions, please reach out to Ms. Debbi at [wardrobe@evergreencityballet.org](mailto:wardrobe@evergreencityballet.org).

**The following are inexpensive suggestions for makeup products. Any product in a similar color/shade to these will suffice.**

### **Level IV, V &VA, VI, and PDs**

- Rose colored blush (Wet & Wild, Berry Shimmer, 834E or Maybelline Fit Me Rose)
- Revlon ColorStay Ultimate Liquid Lipstick, Top Tomato
- Adel 105 Black eyelashes and clear adhesive (Level V and up **ONLY**)
- Foundation, match skin color
- Neutral tone eyeshadow palette: including black, brown, beige, cream, and white
- Black eyeliner and black waterproof/water-resistant mascara
- Absolutely no glitter, gems or colored eye shadow permitted except by the direct permission or request of the Artistic Director.
- If your child has very fair skin and features, more make-up may be needed.

### **Basic Boys/Men Makeup:**

- Maybelline Fit Me! Rose 30 Blush
- Boys lip color should be 1 to 2 shades darker than natural lip color.

- Level IV, V, VI, PD: Recommended colors include but aren't limited to: Revlon ColorStay Overtime Lipcolor, Boundless Nude, Revlon ColorStay Ultimate Liquid Lipstick colors #1 Nude, Buffest Beige
- Foundation, match skin color
- White and Medium brown eyeshadow
- Brown/Black water-resistant eyeliner or eyeshadow
- Black waterproof/water-resistant mascara
- Absolutely no glitter, gems or colored eye shadow permitted.
- If your child has very fair skin and features, more make-up may be needed.

### **Hair Requirements**

- All ladies must have hair in a neat bun, unless otherwise specified.
- Do not use a sock bun or any other accessories claiming to form the proper bun.
- For all buns, the hair should be sleekly pulled back from the face to the crown of the head and the bun.
- Hair should be securely fastened and must be covered by a hairnet that matches hair color.
- Use lots of hair spray and gel to keep all the wispy hair tight to the head.
- Do not use shiny barrettes.
- Please bring extra bobby pins to the theater to fasten any hair pieces.

# Videography

We will be providing a professional videographer to videotape performances that will be available for purchase. DVD or thumb drive order forms will be available in the lobby at the theatre. Each DVD or thumb drive is \$25. The deadline for ordering and other information will be on the order form.

**\*\*\* Please be aware that no personal photography or videography will be allowed in the theatre at any of our performances. Thank you for your cooperation! \*\*\***

## Production Team

**Bennyroyce Royon**

Artistic Director

[director@evergreencityballet.org](mailto:director@evergreencityballet.org)

**Randi Yager**

Office Manager + Box Office

[officeadmin@evergreencityballet.org](mailto:officeadmin@evergreencityballet.org)

**Charmaine Butcher**

Rehearsal Coordinator

[principal@evergreencityballet.org](mailto:principal@evergreencityballet.org)

**Debbi Malady**

Wardrobe Coordinator

[wardrobe@evergreencityballet.org](mailto:wardrobe@evergreencityballet.org)

# BACKGROUND CHECK APPLICATION

It is mandatory that Evergreen City Ballet (ECB) run background checks on all employees and volunteers who work for ECB and have access to children. Please complete the following Background Check Disclosure & Application information, keep a copy for yourself, and return the original to ECB's Office Manager.

The background check will be made through the Washington State Patrol. We thank you for your cooperation. If you have any questions, please feel free to contact our Office Manager Randi Yager at [officeadmin@evergreencityballet.org](mailto:officeadmin@evergreencityballet.org).

## **Background Check Disclosure & Application**

Have you:

- Been convicted of any crime?  YES  NO
- Had findings made against you in any civil adjudicative proceeding?  YES  NO
- Had both a conviction and finding been made against you?  YES  NO

**Please complete ALL the information requested below.**

Full Name: \_\_\_\_\_  
*(Last, First, Middle)*

Aliases or Preferred Names (include Maiden Name): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_  
*(Month/Day/Year)*

Driver's License Number \_\_\_\_\_ State: \_\_\_\_\_

Email address: \_\_\_\_\_

All of the information provided above is complete and true to the best of my knowledge. Evergreen City Ballet has my permission to run a background check on me.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

# PHOTO/VIDEO RELEASE WAIVER

I, \_\_\_\_\_, acknowledge and consent to allow Evergreen City Ballet (ECB) to use photos and/or videos of my child/myself in all marketing communications including but not limited to:

- Publications such as posters, flyers, and brochures
- Advertisements such as newspapers, magazines, and/or online ads
- ECB's social media channels such as Facebook, Instagram, Twitter, Youtube, etc.

I understand that in some cases, my child and/or my name may be used. I also understand that no financial compensation will be awarded for the usage of these photos/videos.

I have carefully read and fully understand all the provisions of this Photo Release Form and am freely, knowingly and voluntarily signing.

\_\_\_\_\_  
Signature (Parent/Guardian for minors)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

# EMERGENCY CONTACT INFORMATION

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Please list all allergies, medical conditions, medications, etc.:

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## Legal Guardian #1:

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

## Legal Guardian #2:

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

## Additional Emergency Contacts

### Emergency Contact #1:

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

### Emergency Contact#2:

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

## Parent/Legal Guardian Consent and Agreement for Emergencies

As parent/legal guardian, I give consent to have my child receive first aid by facility staff, and, if necessary, be transported to receive emergency care. I understand that I will be responsible for all charges not covered by insurance. I agree to review and update this information whenever a change occurs.

\_\_\_\_\_  
Signature of Legal Guardian (or Student if over 18)

\_\_\_\_\_  
Date