

Family Guide for *Cinderella*

As of March 7, 2024. Subject to change.

Thank you to all the parents and students for participating in Milwaukee Ballet's production of *Cinderella*! Without your generous help, patience, and support, the production of *Cinderella* could not take place. There is a great deal of responsibility involved in your participation in *Cinderella*. Please carefully read through the following information. Following these detailed procedures and guidelines will lead to a successful production.

COMMUNICATION

- **Nearly all communication regarding *Cinderella* will be done via email and posted online. Bookmark this link! <https://milwaukeeballet.org/student-cast-information>**
- We must have two contact numbers for each student dancer.
- The cast contact list will be distributed in late March so you can communicate with your student's alternate cast member in case of an emergency.

IMPORTANT PHONE NUMBERS AND WHEN TO CALL

Baumgartner Center	414-902-2100	Monday-Friday and during weekend rehearsals
Staff Cell Phone	414-334-1114	For use only when students are at the Marcus PAC

VENUES

Baumgartner Center for Dance

128 N Jackson St, Milwaukee, WI 53202

- Location of auditions, costume fittings, and studio rehearsals
- Free street parking available
- Loading zone for quick drop off and pickup. No parking here. Do not leave your car unattended.

Marcus Performing Arts Center, Stage Door

Located under the skywalk between parking structure and theater

127 E. State Street, Milwaukee, WI 53202

- This is a two-way street. Please circle the block to pull up to the curb or carefully cross the street with your student.
- Cast member and volunteer entrance and exit for stage rehearsals and performances
- Metered street parking or discounted parking passes for parking structure available via HONK app. Details to be provided.
- For full price parking in the parking structure, only credit cards are accepted
- Large loading zone for drop offs and pickups, but do not leave your car unattended
- Audience members enter the lobby at 929 N. Water Street

HEALTH & SAFETY

As we continue to navigate the COVID-19 pandemic, there are specific health and safety protocols that must be adhered to per Marcus Performing Arts Center and our dancers' union, the American Guild for Musical Artists (AGMA). Masking and testing requirements may change based on current conditions in our community, and we ask for your patience and cooperation in following these protocols.

- Students are not required to have or submit proof of COVID-19 vaccination. (continued on next page)...

- At this time, all students cast in *Cinderella* will be asked to self-monitor for COVID-19 symptoms and potential exposure to the virus. Students are asked to mask anytime they are experiencing symptoms, are waiting for test results, and/or have been exposed.
- Any testing later implemented and required by Milwaukee Ballet of student cast members is the responsibility of the student cast member and their family.

COVID-19 vaccination status, masking, and COVID-19 testing requirements are subject to change and may be applicable to any and all students cast in *Cinderella*.

TICKET INFORMATION

- 25% discount for regular tickets for all shows. **MBSA parent/guardian Promo Code is MBSA2324**
- Share a 15% discount code to share with your **Friends & Family. This Promo Code is FFMBSA**
- A 50% off Day-Of-Show Discount to use at Marcus Performing Arts Center, code **DAYOF50**
- Please note Milwaukee Ballet Box Office normally charges a \$4/ticket transaction fee. For MBSA parents, Milwaukee Ballet Box Office will waive all handling fees. If you buy tickets through Marcus PAC Box Office, the ticket transaction fee is \$4.50/ticket. Tickets are also available online through Ticketmaster (via www.milwaukeeballet.org) with \$9.75/ticket transaction fees.
- **Students performing in the show do not need a ticket** as they will be backstage for the full duration of the performance.

FAMILY VOLUNTEERS

- Volunteers are critical to the success of the show and provide an exciting insiders' look at the production.
- Volunteers must have a current approved application to volunteer through Milwaukee Ballet and may be subject to comply with health and safety policies.
- Only Backstage Supervisors who are volunteering for the specific performance/rehearsal are allowed in the backstage area.
- A volunteer badge will be issued to the backstage supervisors for the scheduled rehearsals and performances.
- An online sign-up link will be distributed to all Student Cast families after the audition when casting is finalized.

STUDIO REHEARSALS (At the Baumgartner Center for Dance)

- **All rehearsals are required unless you reported a prior commitment at auditions.**
- In case of an emergent absence, please email and notify your repetiteur (rehearsal director) as soon as possible. Contact details for each repetiteur are listed at the end of this packet.
- **The rehearsal calendar is subject to change.**
- Be ready to dance, not arriving to the building, at the beginning of each scheduled rehearsal.
- Dress in regular ballet class attire.
- Artistic Staff has the right to replace any cast member due to missed or late arrival to rehearsals.
- When students rehearse with the Company, some last-minute schedule changes may be unavoidable and will be communicated as soon as possible.
- Ballet classes missed for Cinderella rehearsals do not count toward overall attendance records.
- Submit the letter received in the email with your acceptance packet to your student's academic school, if needed, to support absences from school for rehearsals or performances.

THEATRE REHEARSALS (At the Marcus Performing Arts Center)

- Always come dressed in regular ballet class attire with warm-up clothes to wear over dance attire.
- Always wear hair and make-up as you have been instructed to for performances when attending theater rehearsals.
- There will be some down time for the students during these rehearsals. Please bring books, playing cards, or other items to keep busy.

PERFORMANCES

- Always have your regular ballet class attire with you at the theater. Some preparations will take place out of costume, so students need ballet attire to wear.
- See below for details about costumes and make-up. Hair and make-up must be complete before arriving to the theater.
- You must adhere to your committed performance dates and times and are “on call” for alternate performances.
- Standby casts are for emergency use only – not for convenience. Do not call your alternate unless you have a critical situation that prevents your student from dancing.
- If **non-illness emergency circumstances arise** that warrant your student’s absence from a scheduled performance, first contact your alternate and then call 414-334-1114 to inform a staff member.
- **In the event that your student has a positive COVID-19 test result, COVID-19 symptoms, or close contact with a positive case, please immediately call 414-334-1114 (available 24/7) to report this.**
- “On call” cast members must always be available by phone in case of an emergency for all alternate performances. Cast A & B are alternates for each other.
- Keep your performance supplies with you if you are away from home during an alternate performance.
- **If a cast member is more than 10 minutes late and has not spoken to a Staff Member, an alternate will be called and the scheduled cast member will not dance at that performance, even if they arrive late.**
- **The show is just under 2 hours and 15 minutes long, every time. Cast members must be picked up on time after each performance.** It will take the students a few minutes to change and return to the stage door, but **every student must be picked up within 2 hours and 15 minutes after the show begins.**
- Guests, including parents/guardians, will not be allowed backstage unless they are scheduled to volunteer.

For Performances, the time the show begins is listed on the calendar.

Students arrive and depart as follows.

ALL STUDENT CAST MEMBERS MUST CHECK IN WITH MBSA STAFF AT THE STAGE DOOR BEFORE REPORTING TO THE DRESSING ROOMS. IF THE STAFF HAS STEPPED AWAY, PLEASE WAIT FOR THEM TO RETURN.

ROLE	ARRIVAL TIME	DEPARTURE TIME
Pages	75 minutes before showtime	End of show: 2 hours 15 min after showtime
Hours, Horses, Dressmaker, Gardener, Cobbler	60 minutes before showtime	

COSTUME FITTINGS

- All Student Cast members require a costume fitting with the Wardrobe Department at the Baumgartner Center for Dance.
- **Wear regular ballet class attire to fittings.**
- **Long hair must be neatly pulled away from face and neck. Depending on the student's role, they be required to attend their costume fitting with hair done as needed for performances.**
- Students must be accompanied to their fitting by a parent/guardian or other adult that remains present throughout the fitting.

COSTUMES

- Arrive to the theater with hair and make-up done.
- Always wear or have with your regular ballet class attire for both rehearsals and performances.
- Wear a button down or zip shirt to prevent messing up hair and make-up when changing into costumes.
- Bring extra supplies (hair spray, bobby pins, hair net, make-up, etc.)
- Use hair gel, hair spray, or spritzer to slick hair back smoothly, if required.
- No nail polish, earrings, necklaces, bracelets, watches, or rings may be worn on stage.
- No underwear under costumes or leotard and tights, except boys as listed below.
- All students must wear clear drying, deodorant and/or anti-perspirant with costumes.
- All costume pieces will be provided except those listed in the last column below.
- Students must provide their own wig cap in a color that closely matches their hair color. These are inexpensive and available online or at beauty supply stores.
- Costumes must only be worn/used as intended. No rolling on the ground or running in costumes.
- Any costume issues should be reported to the wardrobe staff directly and immediately.
- Finally, while this may be a sensitive issue, please know that even when students are on their menstrual cycle, they must still adhere to costume requirements. There are many articles online with creative solutions to this often self-conscious issue that all young dancers face. Please help your student work through this important need. Thank you!

ROLE	HAIR REQUIREMENTS	MAKE-UP REQUIREMENTS	ITEMS PROVIDED BY THE STUDENT
Cobbler	Hair prepped flat for wig, provide own wig cap.	Foundation or powder to reduce shine. Light application of natural pink blush, brown eyeliner, brown eyeshadow, and one coat of mascara. Lipstick in natural pink color.	Class leotard only. Tights and shoes provided by Company.
Dressmaker	Low bun slicked back (no bangs).		Class leotard, tights, and ballet shoes.
Gardener	Hair prepped flat for wig, provide own wig cap.		Class leotard and tights only. Shoes provided by Company.

ROLE	HAIR REQUIREMENTS	MAKE-UP REQUIREMENTS	ITEMS PROVIDED BY THE STUDENT
Hours	Hair prepped flat for costume skull cap.	Foundation or powder to reduce shine. Light application of natural pink blush, brown eyeliner, brown eyeshadow, and one coat of mascara. Lipstick in natural pink color.	Black or Navy leotard, tights, and ballet shoes.
Pages	Hair prepped flat for wig, provide own wig cap.		Class leotard only. Tights and shoes provided by Company.
Horses	Hair prepped flat for costume head, provide own wig cap.	None	Class tights and bra, if needed. Shoes provided by Company.

CAST T-SHIRTS

- Cast t-shirts will be designed and will feature the full students' casts' names on the back. Details will be distributed soon.

FOOD

- Eat a light balanced meal up until two hours prior to a performance.
- No eating or drinking is allowed in the dressing rooms.
- No eating or drinking is allowed while wearing costumes.
- The vending machines are off limits to student cast members.
- Students can eat only in designated areas only after their responsibilities have been completed on stage and they are out of costume.

CONTACT INFORMATION

All questions regarding the Cinderella Student Cast should be directed to Alyx Johnson, MBSA Coordinator.
ajohnson@milwaukeeballet.org | 414-902-2149 office phone

In the case of an emergent absence from any studio rehearsal, please email your role's repetiteur(s) (rehearsal directors) as soon as possible.

- All Student Cast Roles: Tori Stevenson, vstevenson@milwaukeeballet.org

**Please do not hesitate to ask if you have any questions.
 Once again, THANK YOU for your dedication to *Cinderella!*
 We are looking forward to a great production!**