

**\*\*IMPORTANT\*\***  
**PARENT INFORMATION PACKET**  
**FOR CHILDREN PARTICIPATING IN**  
**OWENSBORO DANCE THEATRE EVENTS**

Please hang on to this packet. It includes important information about rehearsal expectations, flower orders, volunteer needs, and school day performance letter.

**Handy Checklist**

- \_\_\_\_\_ Checked rehearsal schedules for days, times, costume & makeup
- \_\_\_\_\_ Read and checked Owensboro Dance Theatre's performance policies, there HAVE BEEN CHANGES!
- \_\_\_\_\_ Checked RiverPark Center rehearsal policies
- \_\_\_\_\_ Know where to enter RiverPark Center for rehearsals and performances
- \_\_\_\_\_ Read and understand where to park on show days
- \_\_\_\_\_ Volunteered to chaperone during weeknight rehearsals
- \_\_\_\_\_ Volunteered to chaperone during school-day performances
- \_\_\_\_\_ Volunteered to chaperone during Saturday rehearsal/run through/dinner (until 6:30)
- \_\_\_\_\_ Volunteered to chaperone during the Saturday evening performance
- \_\_\_\_\_ Volunteered to assist with makeup
- \_\_\_\_\_ Ordered flowers
- \_\_\_\_\_ Remembered a cover up for my performer to wear while in costume but not on stage (snack, dinner)
- \_\_\_\_\_ Understand and know where I am to sign my child out following performances
- \_\_\_\_\_ Purchased my own performance ticket

Questions I have or things I need clarified:

## REHEARSALS AT RIVERPARK CENTER

**\*\* ALL rehearsals at RiverPark Center include costume & makeup unless otherwise specified \*\***

- **PLEASE WEAR COSTUME TO THE RIVERPARK CENTER!**
- **NO costumes in public** (this includes the RiverPark Center Lobby).

### OWENSBORO DANCE THEATRE & RIVERPARK CENTER POLICIES

#### **PERSONAL ITEMS:**

- Personal items are prohibited in the audience chambers & *must* be left in the dressing rooms. It is not wise to bring electronic games, iPods, etc. Neither ODT nor RiverPark Center will be responsible for lost items.

#### **COSTUMES:**

- Costumes will be worn to RiverPark Center
- Some items (props, head pieces, etc.) will be kept at RiverPark Center.

#### **DRESSING ROOMS:**

- **Assigned dressing rooms will be posted on a poster at the check in table for performances.**
- **BE ADVISED THAT MALES ARE NOT ALLOWED IN THE DRESSING ROOMS AT ANY TIME.**
- **PLEASE KEEP ALL DRESSING ROOMS/AREAS CLEAN**

### PLEASE WEAR COSTUMES TO THE RIVERPARK CENTER!

#### **PARKING:**

- Thursday & Friday- There is **NO PARKING** on the East side street as during the week. This is to allow adequate room for buses bringing children to the show. ***Towing is enforced.***
- Parking areas designated for ODT use include the side street.
- **All extras are to enter through the doors located at the rear of the RiverPark Center, designated by "Performers Enter Here" sign. Do NOT use the RPC main entrance.**
- **Extra cast members – it is very important that you enter where specified!**
  - There will be a check in table where you need to be accounted for upon arrival.

#### **FOOD / DRINKS:**

- Food & drinks are allowed in the green room (boy's dressing area) & Berry Theatre **only**.
- While in costume, if a child is eating/drinking, a cover up **must** be worn!
- Children should **NOT** bring snacks or drinks into the auditorium as these items are prohibited at all times per RPC policy. Snacks may be eaten in the dressing room areas only.

#### **SMOKING:**

- Smoking is prohibited inside the building.

#### **EQUIPMENT:**

- Certified personnel only are to operate equipment access and operation of technical theatre equipment by any other persons is prohibited.

### PERFORMANCE ETIQUETTE:

- Once the performance begins, patrons are asked to remain in their seats until intermission. It is extremely rude to the performers and other patrons to leave and return during a performance.
- Tickets for the Saturday evening performance are available at RiverPark Center box office.
- Parents will NOT be allowed backstage unless they are chaperones and have been assigned by the Volunteer Coordinator to a specific duty. *No parents will be allowed back stage until **after** the concert.* Please see attached sign out procedure.

## REHEARSALS

1. **All rehearsals are mandatory (PLEASE BE ON TIME)**
  - **1 parent or guardian should remain with you student until they ARE IN COSTUME, HAIR & MAKE-UP IS COMPLETED, AND THEY ARE WITH THEIR DESIGNATED CHAPERONE.**

- ENTER THE RIVERPARK CENTER AS DIRECTED (back entrance) and CHECK IN at the table located in hall way before you get to Canon Hall. **NO ONE IS TO ENTER THROUGH THE LOBBY!**
- While we try to begin and end on time, technical issues sometimes make this impossible.

Performers **MUST** have prior approval and check out if they leave before rehearsal is over.

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### **SCHOOL PERFORMANCES (Thursday & Friday)**

**NO SIDE STREET PARKING ON THURSDAY & FRIDAY!** Room must be left for buses. Towing is enforced. There is limited parking in the lot east of the blue bridge.

- Enter and exit the RiverPark Center as you do for rehearsals.
- You **MUST** check in!
- Go to the assigned dressing rooms and remain there until called backstage.
- You will have time to dress and have makeup applied once you arrive. Some makeup is very detailed, please **ARRIVE ON TIME!**
- **NO** parent or guardian is allowed in the dressing room or backstage area 30 minutes prior to the performance unless they are an authorized Volunteer.
- There are a limited number of tickets for purchase for school performances.
- Performers will be kept in their dressing room until a parent or guardian (adult) comes to sign them out. **PERFORMERS MUST BE PICKED UP NO LATER THAN 12:30.**
- Party Scene is not in school performance.

### **PUBLIC PERFORMANCE (Saturday evening ad Sunday afternoon)**

- Please enter and exit RiverPark Center as for rehearsals and school performances.
- Do **NOT** wear costumes or makeup to RiverPark Center. **NO COSTUMES IN PUBLIC** or in **LOBBY** after the show.
- Performers must go to their designated dressing rooms and stay until called backstage!
- Cannon Hall will open 30 minutes before the public performance begins. All parents and guardians will be asked at that time to leave the dressing room areas unless they are an authorized volunteer.
- Performers **MUST** remain in their dressing rooms at all times.
  - **NO ONE** will be permitted to leave unless going to the stage to perform.
- Following the performance, performers will be kept in their dressing rooms until the entire performance is over. At that time, **ONE** parent/guardian (adult) should join the line where your dancer is to sign their performer out.
- We ask that you have other family members waiting to greet your dancer, to gather away from this sign out area so the process can move quickly.

## REHEARSALS AT RIVERPARK CENTER

### **RED & GREEN CAST / Tuesday, November 29<sup>th</sup>, 2022 (Full Dress and Makeup)**

3:30 pm	Call for ODT Dancers
3:45-4:30 pm	ODT Warm-Up
4:00 pm	Call for Rat Minions, Micettes, Soldiers
4:30pm	Call for Enchanted Gifts, Magic Dolls
4:45-5:45 pm	Run Magic Scene
5:30-6:15 pm	DINNER FOR PRODUCTION STAFF
5:30 pm	Call for Archangels, Angels, Arabianettes, Spanish Trumpeteers,
5:45 pm	Call for Clowns, Mother Ginger, Lambs
6:00 – 7:15 pm	Run Act II
7:15-8:45 pm	Coda, Snow & Waltz

### **RED CAST / Wednesday, November 30<sup>th</sup>, 2022 (Full Dress and MAKEUP)**

**\*DREAM COPY PHOTOGRAPHY WILL BE THERE TO TAKE PHOTOS\***

3:30 pm	Call for ODT Dancers
3:45-4:30 pm	ODT Warm-Up
4:00 pm	Call for All Magic Scene
4:30 pm	Call for ACT II
4:45-5:30 pm	DINNER FOR PRODUCTION STAFF
5:30-6:45 pm	Run through School Performance
6:30 pm	Call for ALL Party Scene
6:45 – 7:45 pm	Run Party Scene

### **9:30 AM PERFORMANCE / Thursday, December 1<sup>st</sup>, 2022**

#### **RED CAST**

7:30 am	Call for ODT Dancers
7:30-8:30 am	Warm-up for ODT Dancers
8:15 am	Call for ALL EXTRA PERFORMERS
8:15-9:15 am	Prepare for School Show (Make-Up & Costume)
9:30 – 10:30 am	Hour-long Performance
10:30 -10:45 am	PICK UP at Berry Theatre (Northwest Side)

### **GREEN CAST / Thursday, December 1<sup>st</sup>, 2022 (Full Dress and Make-Up)**

**\*DREAM COPY PHOTOGRAPHY WILL BE THERE TO TAKE PHOTOS\***

3:30 pm	Call for ODT Dancers
3:45-4:30 pm	ODT Warm-Up
4:00 pm	Call for All Magic Scene
4:30 pm	Call for ACT II
4:45-5:30 pm	DINNER FOR PRODUCTION STAFF

5:30-6:45 pm Run through School Performance  
6:30 pm Call for ALL Party Scene  
6:45 – 7:45 pm Run Party Scene

**9:30 AM PERFORMANCE / Friday, December 2<sup>nd</sup>, 2022**

**GREEN CAST**

7:30 am Call for ODT Dancers  
7:30-8:30 am Warm-up for ODT Dancers  
8:15 am Call for ALL EXTRA PERFORMERS  
8:15-9:15 am Prepare for School Show (Make-Up & Costume)  
9:30 – 10:30 am Hour-long Performance  
10:30 -10:45 am PICK UP at Berry Theatre (Northwest Side)

**7:00 PM PERFORMANCE Saturday December 3<sup>rd</sup>, 2022**

**RED CAST**

1:30 – 2:00 pm Sugar Plum & Cavalier  
2:00 pm Call for ODT Dancers  
2:00 pm Call for ALL EXTRA PERFORMERS  
2:15 – 3:00 pm BOWS (ALL PERFORMERS)  
3:00 – 5:00 pm FULL Run Through  
5:00 – 5:30 pm Dinner **NO ONE LEAVES RIVERPARK CENTER (Food Provided)**  
5:30 – 6:15 pm Warm-up for ODT Dancers  
6:15 pm Curtain Closes  
6:15 – 6:50 pm Hair, Make-Up, Costume  
7:00pm Full Performance  
9:00 pm Extra pick up at Berry Theatre

**3:00 PM PERFORMANCE / Sunday, December 4<sup>th</sup>, 2022**

**GREEN CAST**

12:30 pm Call for ODT Dancers  
12:30 pm Call for ALL EXTRA PERFORMERS  
12:45 – 1:15 pm BOWS (ALL PERFORMERS)  
1:15 – 2:00 pm Warm-up for ODT DANCERS  
2:00 – 2:45 pm Make-up, Hair, Costume  
3:00 – 5:00 pm Full Performance  
5:00 pm Extra pick up at Berry Theatre

# NUTCRACKER SCENES BY PARTS

## Act I

### Party Scene

- Marie
- Clara and Party Girls
- Drosselmeyer's Nephew
- Drosselmeyer
- Maid and Chef
- Dancing Dolls
- Dr. and Mrs. Stahlbaum
- Grandparents
- Pirate Doll
- Fritz and Party Boys
- Adult Party Guests

### Magic Scene

- Marie
- Nutcracker
- Drosselmeyer
- Magic Dolls (Arabian, Chinese, & Raggedy Anne)
- Enchanted Presents
- Big Mice
- Rat Minions
- Micettes
- Rat King & Rat Queen
- Snow Queen & King
- Snow Princesses and Fairies

## Act II

- Marie
- Nutcracker
- Lead Lambs & Lambs
- Drosselmeyer
- Chinese
- Chinese Corps
- Waltz (Dew Drop, White, Pink & Red Roses)
- Sugarplum Fairy
- Mother Ginger and Children
- Spanish
- Spanish Trumpeters
- USA Tappers
- Clowns
- Arabian
- Arabianettes
- Shepherd & Shepherdess

• Angels

• Archangels

OWENSBORO  
**DANCE**  
— THEATRE

To Whom It May Concern:

The Owensboro Dance Theatre, Inc. is presenting school performances of **The German American Bank Nutcracker** at the RiverPark Center on \_\_\_\_\_ . The school performances allow ODT to bring high quality live dance performances to school children across the region.

Please allow \_\_\_\_\_ to count these performances as educational enhancement days or excused absences. As a performer in **The German American Bank Nutcracker**, students get the opportunity to develop and refine artistic technique and work. They also get to convey meaning through the presentation of the artistic work. (KY Dance Standards – Performing).

ODT believes these opportunities are extremely important to not only the dancers, but the students attending the performance.

Thank you in advance for your cooperation. Please feel free to contact me with any questions or concerns.

Sincerely,

*Natalie Lopez*  
Assistant Artistic Director  
[odt1982@gmail.com](mailto:odt1982@gmail.com)

# ODT Alliance –

***The ODT Alliance is the volunteer branch of ODT.  
During performances ODT Alliance works to secure volunteers and make sure  
families of performers have up to date information.***

- **Communication**

- Sign up for the *Nutcracker2022 Remind* group to get up to date information.



- Text the message @9g6e4a6 to the number 81010.  
or
- Go to [rmd.at/9g6e4a6](https://rmd.at/9g6e4a6) on a web browser to sign up.

- **Volunteering**

- Shows would not happen without volunteers.
- Volunteers chaperone students, run the check in tables, distribute flowers, usher and provide supervision.
- ODT Alliance uses Sign Up Genius for volunteering opportunities.



- Volunteers must be over 18. High school students interested in volunteering should contact ODT for opportunities.
- Volunteers must wear an official nametag when backstage.