

Dear Parents:

The 14<sup>th</sup> annual *New York Nutcracker* approaches! Here is how things will work on performance weekend to ensure a safe and smooth-running production.

- 1) **ALL** students attend the **Saturday, Dec. 12<sup>th</sup>** run-through rehearsal **at St. John's School 1:30-4 p.m.** This is the only time we have to do the finale together before dress rehearsal! It is imperative that **EVERYONE** attend this rehearsal! Some classes **ALSO** have rehearsal Saturday morning. Parents should check the waiting room bulletin boards and all emails from us.
- 2) T-shirts and free tickets are picked up at this rehearsal, as well as the week prior. Bouquets and DVDs may be ordered at this rehearsal. Bouquets are picked up at the box office before the show. DVDs are mailed to your house.
- 2) Parents drop children off at St. John's School, Buffalo Speedway @ Westheimer, at **9:30 Sunday morning, Dec.13<sup>th</sup>**. Enter through gate 6, 7 or 12 from Buffalo Speedway.
- 3) **Do not wash your child's hair the day before or the day of the performance!!!** Slightly dirty hair "stays put" better and is easier to style. **ALL performers should come with their hair in a bun** EXCEPT for Eloise (we will do her hair). We will have bobby pins and hair spray on hand for "repairs." We will also help girls with hair too short for a bun. "Candle" girls (the jazz class) can come with a ponytail or braid.
- 4) **No colored nail polish on fingers or toes!** Clear is OK.
- 5) Little or no make-up, please! Mascara and light lip gloss is OK. We will have both on hand.
- 6) **Please be sure to bring a sack lunch.**
- 7) There will be a certain amount of "down time." We encourage you to include a book, quiet game, or coloring pages in your child's bag. We will provide crayons and paper.
- 8) Your child will be assigned a "room mama" who will be responsible for helping the children change costumes and watching over the children when they are not on stage.
- 9) We provide all costumes and shoes. Children should wear a comfortable, easy-to-change outfit for eating lunch. **Wed 6 pm preballet class (poodles) DOES bring their own ballet slippers.** Please put your child's name inside the shoes.
- 10) Due to fire regulations and the limitations of space, only staff members and production helpers will be allowed in the dressing rooms or in the theater prior to, during or between dress rehearsal &/or performance. **You must have a backstage pass to be allowed in these areas.**
- 11) In case of emergency, we have a **special Nutcracker cell phone**. This phone number is **ONLY** for December 12<sup>th</sup> and 13<sup>th</sup>. We cannot answer the phone during the performance. **The number is: 832-360-6972.**
- 12) Box office opens one hour before curtain. Doors open one half hour before curtain. There is wheelchair access.
- 13) No photography during the show. We will have a professional photographer taking pictures before and during the performance. You will have the opportunity to buy these photographs.
- 14) *NO child performer is allowed to leave the building until after the performance has concluded and her costume has been checked back in.*
- 15) All costumes must be returned to the room mama! When costumes have been checked in, each child will receive a performance gift and is free to leave.

*I want to thank each and every one of you for your contribution to the 14<sup>th</sup> annual **New York Nutcracker**. I truly appreciate your efforts in making this production possible – from ensuring your child makes her rehearsals to setting aside an entire day in December for our dress rehearsal and performance.*

*We hope you enjoy the production as much as the children and teachers do!*

