



CHILDREN'S DANCE THEATER PRESENTS

SNOW WHITE
SPRING BALLET 2020

Tee shirt date will be updated to 2021.

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A. Introduction:

The Children's Dance Theater Foundation is a non-profit 501(c)3 organization dedicated to the cultural enrichment and education of the community through the arts. The Children's Dance Theater Foundation mission to provide access and opportunity to all forms of dance, theatre and music to the general public.

We believe that performing in a variety of environments is an essential experience for young dancers. Exposure to different venues encourages dancers to be flexible, handle pressure, be a part of a team like environment, develop a public persona and many other life lessons. The thrill of performing helps young dancers understand the value of hard work and the reward of an amazing culminating event.

This participant packet was created to outline all the expectations of being a part of our production and to educate the novice performer on theatre etiquette and culture. This guide is meant to help you avoid some common mistakes and make your child's performance experience as smooth as possible.

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 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 for the Children's Dance Theater Foundation 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 with the Children's Dance Theater Foundation requires:

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

Our performances are a lot of hard work but also very fun. There will be times during the rehearsal process where your dancer is frustrated, sore, tired, etc. This is not uncommon, and should be short lived. They will also experience terrific friendships, amazing memories and the exhilaration of being in a show.

B. Production Team:



Artistic Director/producer: Stephanie Cox

The Artistic Director is responsible for the overall vision of the show. They are the wide-angle lenses and oversee the elements of the show and how they work together. The Artistic Director may or may not choreograph as well.

The producer is responsible for anything related to the administration tasks of the show. This can include, scheduling special performances, locating talent, hiring creative staff, marketing, tickets, maintaining the budget and etc. They work to support the Artistic Directors vision.



Ballet Mistress/choreographer: Debbie Collins

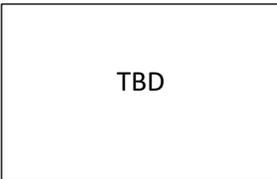
The Ballet Mistress is responsible for executing the Artistic Directors vision which can included, assisting with casting, the scheduling of the rehearsals, often overseeing and running the actual rehearsal. They may or may not choreograph.

The choreographer works with the dancers to create the dances for the show. They are typically involved in casting, though not always, and may or may not rehearse the pieces on a regular basis.



Assistant Choreographer/rehearsal assistant: Sarah Robinson

This person works closely with the Ballet Mistress and the Artistic Director to help bring the piece to life. They work with the dancers directly and help perfect the pieces of chorography, facial expressions, pantomime and etc.



Scenic Design/Carpentry: David Cox

The Scenic Designer is responsible for creating the world around the characters. They can range from backdrops, platforms, and furniture. They work closely with the Artistic Director to create the items needed in the world of the show. Dancers may stand on or around these items. They make sure the set is beautiful and safe.

Costume Design/Seamstress: Anything that the dancer wears, is under the supervision of the costume designer. The designer creates the look of each character to fit within the Artistic Directors vision and that it fits the dancer. They also may need to do repairs and the cleaning and storage of costumes after the show.

TBD

Prop Master: Anything relatively small, that a dancer holds or interacts with is a prop. These inanimate objects often need to be durable as they take a lot of abuse and should NEVER be made of glass or other breakable materials. This person may need to create these items from scratch. They are also responsible for keeping track of the times when at the theater.

TBD

Videographer: Mathew Gregg (Tentative)

More information coming soon.

C. Auditions

Casting for the production of Snow White, the ballet, will be held on January 16th, 2021. Dancers interested in being a part of the production need to complete the online application. The application can be found at on our [website](#). It is submitted digitally. Dancers need to complete the application by January 15th, 2021

We made the choice to not hold auditions this year as dancers are just getting back into class after the December break. It is also the intention to cast the dancers as close to the previous casting as the canceled 2020 as possible. Dancers need to keep in mind that there may be some necessary changes to accommodate the necessary roles if dancers do not return. Teachers are simply looking for the best role to showcase your child's abilities. We will have casting posted on January 18th, 2021 on our website. Dancers must be at least 5 years old

Casting results are final. We ask that when dancers make the choice to audition, they are prepared to accept any role offered to them. Casting is not taken lightly and we work hard so that each dancer has a moment to shine. Unfortunately, not everyone can be the lead role. There are many things to consider when choosing roles and a beautiful dancer may not be right for that role. It is difficult but also very important for young dancers to learn to not take casting personally. This is a crucial skill in a performer's life.

D. Costs & Class requirements:

Each dancer will pay a monthly participation fee, \$20 for the first role, \$10 for each additional role. This fee helps to cover the cost of the staffing, the costumes, sets and props of the show. Dancers will receive a complimentary show tee shirt, this is included in your participation fee.

Dancer are required to provide their own tights, shoes and any undergarments as directed by the Costume Designer.

Anyone wishing to watch the show will need to purchase a digital ticket. The final video will be available in May, the Premiere date is TBD. "Tickets" will be available at www.childrensdancetheater.com/tickets.

Families may choose purchase show DVD's and/or photos from our videographer and photographer. This is optional.

As this is a ballet production, Dancer's must be enrolled in a level appropriate ballet class. Class time is where dancers work to perfect their technique, condition their bodies and improve strength and stamina. Rehearsal are exclusively working on the choreography and performance of the show. Rehearsal is NOT the time to introduce new steps or technique. Rehearsal is the time for the class work to run on autopilot so the dancer can focus on the artistry.

Dancers may be students in either our Children's, School or Conservatory Division programs. Sampler Series dancers will not have had enough skill or dance technique to have a positive experience.

There are roles for dancers ages 5 and up.

As a nonprofit, The Children's Dance Theater Foundation may not exclude a skilled dancer from different studio. All dancers are welcome to attend auditions. They must meet the class requirements and it will be verified by the Ballet Mistress, that they are enrolled and having good attendance at their studio.

E. Attendance:

Rehearsals are held Friday evenings and Saturdays at the Federal Way location. MASKS ARE REQUIRED FOR REHEARSALS. Dancers are expected to make these rehearsals a top priority. While we can work with a few absences, it is very important to have good attendance. We do not recommend auditioning if you know you will miss more than 3 rehearsals. Please AVOID missing any rehearsal but April rehearsals are extremely important for a smooth tech week. (this will mean dancers are not at the theatre late into the night) If you cannot avoid an absence please let us know as soon as possible. Make sure that any planned vacations are listed on your audition form.

*****If Your Child is Sick*****

- If your dancer has a fever or is contagious please keep them at home. Send us a message via team app. Dancers are welcome to return to the studio or theatre 24 hours after their fever has broken and/or they are no longer contagious. If your child is displaying ANY COVID 19 symptoms we ask that you please keep them home. Zoom rehearsal links will be available for dancers who are being cautious.

[Click here to read more about our COVID 19 safety protocols.](#)

- If your child is too sick to perform please message the production team via team app immediately so that we can make arrangements.
- During tech week or performances do not call the studio as no one will be there to answer the phone or listen to your message – we will all be at the theatre!

F. Volunteering:

Without our volunteers, it will be impossible to showcase our quality productions. We rely on parent volunteers for everything from Seamstress help, set help, painting, props creation as well as, helping with ushering or backstage with the dancers. By volunteering you also help keep our production cost lower. This is crucial in determining ticket prices and participation fees. The more you help, the less we have to hire out. This is why we ask that you support your kids by volunteering at CDT. We recommend that you watch at least one show from the audience.

Volunteer shifts can be filled by any responsible member of the family (this includes teenage siblings!) who completes a background check.

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 talents at Children's Dance Theater

[Click Here to sign up to Volunteer](#)

G. Performance Dates & Rehearsal Schedule:

Rehearsals are held Friday evenings 4:30-8pm and Saturdays 1:00-5:00 pm at the Federal Way location (33639 9th Ave S Federal Way WA 98003).

Rehearsals begin January 22nd, 2021

The MANDATORY Filming week are:

- April 5-9th for filming on various locations during daylight hours.

In light of COVID-19 still affecting our daily lives, the production team has decided to pre-record our ballet, and film on location, in outdoor environments. While we anticipate improvements in the COVID 19 situation we do not want to take the risk of the dancer's hard work being put in danger by shutdowns. As such, we are researching and locating public parks and other grounds to film at that we will use as scenery for the ballet. We are currently finalizing locations that will include driving to Tacoma, Federal Way, Auburn, and a few other surrounding areas. It is our intention to keep the filming as local as possible.

More information will be provided in March, hopefully February.

Rehearsals:

Dancers are expected to make these rehearsals a top priority. While we can work with a few absences, it is very important to have good attendance. Please AVOID missing any rehearsal but March rehearsals are extremely important for a smooth Filming week. (this will mean dancers are not at the theatre late into the night) If you cannot avoid an absence please let us know as soon as possible. Make sure that any planned vacations are listed on your audition form.

Each character will have a scene(s) that will have a designated time slot to rehearses. Your dancer is only need for their time slot. The initial rehearsal schedule will be released Monday the 18th with casting. As the show progresses those times may be changed or extended with the Fridays 4:30-8pm and Saturdays 1:00-5:00pm range. Dancers are expected to be flexible with any changes needed. Participants are given two weeks' notice of these changes. **IF you have a special event, like a birthday party, family gathering, trip or etc, INCLUDE it on your audition form.** If you have more than 3 planned absences please really consider if you can do the show. More than 3 absences leave no room for sickness and/or means an unprepared, stressed out dancer as they will have missed a lot of practice.

We use a closed facebook group and FREE app called Team app for all of our communications. Individual routine times will be announced no later than Monday January 18th. All participants are required to download and use Team App. This is a free app and works with both android and apple products. This is the primary mode of communication for participants. It has many wonderful features like push notifications, reminders and calendar addition tools. You are also encouraged to join our closed facebook group. This will have videos uploaded for at home practice purposes.

Filming Days: Dancer's will not have a traditional tech week. We will use our weekly rehearsal time to prepare them as much as possible for our "on location" filming days. Dancers will need to be prepared for the weather. That could range form rain to heat and everything in between. Dancers need to have "outdoor" performance shoes for the filming week. It is wise to have a back up pair as concrete will damage shoes.

Filming will be "closed" to spectators, though we will need volunteers to help wrangle dancers, set up social distanced waiting areas and other logistics.

Our highest priority is dancer safety. We look forward to the day when we can see the dancers smiling faces without masks. Since we will be filming **outdoor**, if the rates per 100k is 50 or under we will film **WITHOUT** masks. If it is 51 or higher, we will film **WITH** the clear masks. This number is based off where infection rates were back in June 2020 when we filmed our June recital without incident. Our safety protocols will apply to all rehearsals and filming week.

H. Wardrobe & Costume Guidelines

Rehearsal attire: Masks are required for all rehearsals. Dancers must arrive wearing appropriate attire for a ballet rehearsal and have their hair in a secure bun. Their class uniforms are always acceptable. Dancers should layer their exterior clothing over their dance attire when coming and going from the studio. Dance attire AND shoes should not be worn on its own outside the studio. Dance shoes worn outside may get dirty or collect rocks which then damage the expensive Marelly dance floor. Dance attire is very thin and dancer need to learn to protect their muscles before and after rehearsals. Exposure to the cold makes it difficult to warm up for rehearsal and is shocking to the muscles after a hot sweaty rehearsal. (even though it feels good, they still need to cover up)

Many dancers enjoy having more freedom in their attire during rehearsals. Below are some brief examples of what they can and cannot wear:

Okay to wear:

- A leotard of any color or patterns.
- Tights, pink is the preferred ballet color of tights for classical ballet. Though dancers may elect to wear other colors for rehearsals.
- Legwarmers, skirts, wrap sweaters
- Dance shorts, leggings or capris
- A stylized bun or very secure up do. Make sure any hair accessories are secure and not to ornate, for safety reasons.
- Dance warm up type pants, though dancer may be asked to take them off as needed. (partnering, excessively baggy or distracting)

Do NOT wear:

- Jeans
- Two-piece dance clothing isn't appropriate for ballet rehearsals
- Standard clothing, shorts, leggings, tees (If you would wear it to school, it's not dance attire)
- Excessively baggy clothing
- Jewelry such as long dangly earrings, necklaces, bracelets and etc. They can get caught on dancers during movements and cause injury.

When in doubt, ask before rehearsal begins. Be prepared to "wear it next time" as instructors will not want rehearsals delayed for a wardrobe change.

Costume Requirements:

Children's Dance Theater Foundation provides a rental costume for all its productions. Dancers may be asked to provide more intimate times such as tights or undergarments. Costumes may be on hand, purchased or custom created. As our spring ballet is typically being built from scratch, it may take time to receive them. The Costume Designer/Seamstress will take the entire casts measurements. There may be some fitting appointments needed with particular roles. These will be scheduled individually via team app. Others will be distributed during rehearsal or communicated through team app for dancer to pick up at the studio.

Once a dancer has been issued a costume, it and all of its accessories need to be labeled with the dancer's name on a piece of masking tape and sharpie. This is very helpful when we find lost items during costume runs or even shows. This means we get the right headpiece to the right dancer. Costumes will need to be hung up in a safe place at home until needed. Dancers should NEVER wear it around town or play in at home. Modeling for grandma is okay, but then back in the safe spot it goes. We recommend you consider purchasing a garment bag. There are many low-cost options on amazon. Many have pockets and are perfect for head pieces and other accessories. Tutus and leotards should be hung upside down by the crotch. Steamers are another great item to have to help get out any wrinkles.

Alterations: We ask that if you notice a minor alteration is needed and you have some basic sewing skills please feel free to take care of it yourself. Things like small rip in a hem or seam, a strap needs to be tightened or a button or sequin is coming loose are fine for you to fix. Alternately you may trim a rogue string or fuzzy/fray items. If a large alteration is needed please speak with the costumer first, if you are comfortable completing the alteration that is typically a wonderful help. If not, the costume will make arrangements. Costumes are a great place to volunteer, we often have jobs for both basic and more advanced sewing skills!

You should NEVER eat or drink in costume except for water. You risk damaging and staining it.

Dancers should NOT wear underwear when on stage in a costume. You may choose to purchase a nude leotard or other undergarments as listed in our discount dance dress code. (keep reading)

Boys should consider purchasing a "full seat" dance belt. It is easier to get them used to it during adolescent, however they need the support by 12 years old.

Show Costume requirements:

Shoes & Tights: Dancers must provide their own tights, shoes, makeup and hair needs. Dancers may wear the dance brand shoes of their choice per the costume description below. We ask that all dancers wear the same tights. The {Insert Nutcracker Tights Brand and color}. To help you select the correct item we have a "Snow White Dress Code List".

1. Simply visit the desktop version of <https://www.DiscountDance.com/search/mylist:317535>
2. Make sure you are on the snow-white list and purchase the necessary items

Make up:

For the performance dancers will need to use standard dance stage make up. Select roles will require more theatrical make up. Those roles may need purchase an additional make up kit as listed and linked in the costume chart below.

We do not require a particular brand of makeup however we do guarantee the following items:

- Foundation and powder (any brand) that matches your dancers skin tone
- The prima diva kit from Jam Cosmetics [Click here](#)
- Revlon Lip stain “Red Tomato”
- Ardell #105 eyelashes (for dancers 8+)
- Eye brow pencil to match your dancer’s eyebrows
- White eyeliner
- [The Character accessory kit found on amazon.](#)

If you are not wanting to purchase the kits, below is a list of item and colors your dancer will need

- Foundation and powder (any brand) that matches your dancers skin tone
- White eyeshadow
- Peach eyeshadow
- Deep brown eyeshadow
- Black eyeliner for girls, brown for boys
- White eyeliner for both genders
- Pink blush
- Red lipstick & liner

Click here for video tutorials for make-up application:

[Young dancer \(ages 5-8\)](#)

[Older dancer \(ages 8+\)](#)

[Boys](#)

Hair Requirements:

Dancers are typically required to wear their hair in a bun for females. Boys hair needs to not be a distraction. Dancers will need the following items;

- Brush
- Fine toothed comb
- Gel
- Hair spray
- Tooth brush (girls only)
- Hair rubber bands (girls only)
- Bobby pins (there are varying size and widths depending on your dancer’s hair thickness) boys may need a few to secure a headpiece though its not as common.
- Hair net, matching your dancer’s hair color (girls only)

[Click here for a video tutorial for bun making](#)

Costume Requirements:

Below is the chart of the general costume description for each role, the tights, shoes, hair and makeup needs. We reserve the right to not use or add roles as needed after auditions. Locate your dancers' character in the first column and read across that row to locate the information for that character. Multiple roles mean multiple costumes.

| Snow White Costume information | | | | | |
|--------------------------------|---------------------------------|-----------------------------|----------------------------|-------------------|--|
| 2021 | | | | | |
| Character | CDT provide | Participant provided tights | Participant Provided shoes | hair | make up needs |
| Snow White | Bodice, skirt & hair piece | pink seamed tights | pink flat/pointe shoes | bun | standard stage make up |
| Evil queen | leotard, skirt, good | black tights | black flat/pointe shoes | bun | standard stage make up, exaggerated eyebrows |
| Prince | tunic & shirt | black tights | black flat shoes | hair slicked back | standard stage make up |
| Magic Mirror | Silver Costume & hair piece | pink seamed tights | pink flat/pointe shoes | bun | standard stage make up |
| Butterflies | mint green and pink tutu, wings | pink seamed tights | pink flat ballet shoes | bun | standard stage make up |
| Evil Goblins | leotard, tutu, hair piece | black tights | black ballet shoes | bun | standard stage make up |
| Sparrow | bodice, tutu & hair piece | pink seamed tights | pink ballet/pointe shoes | bun | standard stage make up |
| Humming Birds | Tutu and headpiece | pink seamed tights | pink flat ballet shoes | bun | standard stage make up |
| Rabbits | leotard, tutu & head piece | pink seamed tights | pink flat shoes | bun | standard stage make up- with character accents |
| Dwarves: | solid unitard, vest, hat | none | black jazz shoes | bun | character makeup |
| Royal Courtiers | Red tutu and headpiece | pink seamed tights | pink flat/pointe shoes | bun | standard stage make up |

I. Theatre rules & procedure: The same rules are expected on location as in the theatre. Remember you are a brand representative of CDT, please behave accordingly.

Behavior:

- ABSOLUTELY NO PHOTOGRAPHY IS ALLOWED IN THE DRESSING ROOMS. We want to be respectful of one another's privacy. Use common courtesy and treat others as you would 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.
- No siblings or additional family members are allowed to stay in the dressing rooms. Any CDT Alumni need to present their Alumni card at security. Alumni will only be allowed to stay if they are helping backstage. Please save visitations for after the show.
- 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. Dancers should not be hanging out on the stage or auditorium unless they have permission from the Artistic Director, Ballet Mistress or Assistant Choreographer.
- After each performance you must clean up your dressing room. Costumes must be on hangers and trash must be put into trash cans. Do not leave your personal belongings in the theatre. Chaperones will not excuse the children until the dressing rooms have been tidied. Backstage
- You must be QUIET, if you need to talk, you must whisper. Any noise from backstage travels out into the theater and disturbs the audience.
- Absolutely no running or horseplay. Be very careful backstage. Stay alert at all times. There are big set pieces and backdrops hanging from the ceiling that move from time to time.
- Stay out of the way of all dancers and stage crew.
- Listen and follow instructions from ANY adult backstage who speaks 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

- Dancers must arrive no later than their "Call Time". Punctuality is essential in order to keep everything running smoothly. Dancers can arrive when the theatre is "open" per the event schedule in Team App.
- Upon arrival at the theatre all dancers must be dropped off and sign-in at the Security Checkpoint. From there you or your dancer will be given a backstage pass and shown to their dressing room. All dressing rooms will be clearly labeled.
- Hair and make-up should be finished before you arrive at the theatre.
- Unless volunteering, no parents will be allowed backstage past the Security Checkpoint. Parents of dancers younger than 8 must take the backstage pass given at check in with them so they can return for pick up and sign out at the end of the show.
- Staying in the theater without supervision is not permitted.

Joining the Audience/ Going to the lobby in costume

Your child will not be allowed to sit down with family in the audience, they are a part of the finale and will be needed at the end of the show. Dancers will remain backstage until the performance is over. Only dancers 9 and older may go to the lobby unsupervised following the performance in costume to meet and greet audience members. If you do not want your child to go out unsupervised please talk with your child about that and that you will come get them from the dressing room.

What to Bring to the theatre:

- Water bottle
- Costume
- Hair Kit including: hair bands, brush, gel, hair spray, bobby pins and hair nets
- Ballet shoes and tights
- Make up for touch ups
- Quiet games, homework, books to read, puzzles etc. for waiting periods
- Baby wipes/make-up remover
- Please clearly label your child's name on everything they bring to the theatre. All of their belongings must fit in a labeled bag.
- Portable hanging rack is a big benefit.

- “Dump” bin for the end of the night for quick get-a-ways
- A Bathrobe to wear over costumes

What NOT to Bring

- We have several dancers with life threatening nut allergies. DO NOT bring any food containing nuts to the theatre.
- Do not bring valuable items (jewelry, money, tablets, etc.). You are responsible for keeping track of your own belongings. CDT is not responsible for lost articles or money.
- Avoid bringing food unless your dancer has to be at the theatre longer than 3 hours.
- 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.
- Do not bring any beverages other than water.
- Eating is not allowed in costume. Dancers may eat and drink in street clothes only.

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, Ballet Mistress, or Costume Designer. Chaperones must watch all dancers they are assigned to and must stay with their group until all assigned dancers have been picked up. Chaperones may watch from backstage if there is enough room at the specific time of the dance. All chaperones must complete and pass an annual background check.

Costume Rules & Procedures at the theatre

- Absolutely no eating, drinking, while in costume. Boned bodices may not be sat in while wearing.
- Wear only the costume that has been assigned to you. Your name will be listed on a tag and hanger.
- Check your costume and all your accessories 30 minutes before the start of the performance. Any costume that requires repair should be brought to the attention of the Costume Designer/Seamstress.
- Dancers are responsible for properly hanging up their own costumes and putting away their headpieces and accessories after using them. The costumes are valuable and must be treated with respect at all times.
- No nail polish / No earrings for dancers from dress rehearsal through the performance.
- If your dancer’s hair is dyed an unnatural color (hot pink, green, blue, etc.) please use an appropriate color (brown, black, blonde) of wash out dye to cover it up for the performances, tech and dress rehearsals.
- All costume pieces must be cleaned by the dancer after the performance. Instructions on cleaning the costume can be found in team app. Costumes are typically returned at the cast party roughly two weeks after the final show. If you cannot attend the cast party return it to the studio within 30 days of the performance to avoid a \$40 costume replacement fee.

J. Photography/Videography:

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

***Please be aware that personal photography or videography is a theatre taboo. We recognize that its your child and in this day in technology we can't stop it. Please be considerate by turning off your flash and holding your phone/camera in a manner that doesn't disrupt another audience member experience. ***

CDTF reserves the right to use photographs and video of the performance, rehearsals or special events related to the show in an effort to advertise for the program in a variety of platforms including print ads, social media and etc. By participating in the spring ballet, you allow us to use your child's photo for purposes related to the nature of the business. You also understand that you will not receive any financial compensation for these photographs.

Remember at all times, you are representing CDTF and your behavior should be respectful, courteous, and kind. Please review this information with your dancers so that everything is clear. If you do not understand something, ASK! Email is the best way to reach us, the sooner the better. We are happy to answer any questions.

Thank you,

Stephanie Cox,

Artistic Director