



THE WILMINGTON BALLET COMPANY
HANDBOOK

RULES & REGULATIONS

- Please do not audition if you are not willing to take whatever part is given and see it through as a team player. Any dancer who drops out after the audition (exception: true life emergencies or serious injury) will not be allowed to audition for a subsequent production for a year.
- All questions and issues need to be addressed through the board of directors. No one is to approach the director or choreographers about anything other than their own choreography.
- Attendance is required at all rehearsals, costume fittings and performances. Each dancer is allowed a predetermined number of absences. Please use your absence(s) sparingly. In a true life and death emergency, you should contact a board member to notify them of the emergency as soon as possible. Each emergency situation will be dealt with on a case by case basis if the absence(s) exceeds the number allowed. If a dancer incurs more absences than allowed, they will be dropped from the production. Absences more than the number allowed are reason for removal from the production.
- Understudies must attend all rehearsals for the role they are understudying. They are expected to learn and mark all of the choreography. Understudies are not guaranteed the role in case the primary cast member cannot perform. It will be the artistic director's decision based on the understudy's mastery of the choreography.
- Dancers are required to use appropriate dance etiquette and manners. This means no talking during rehearsals and using respect with the directors and other dancers at all times. This also includes disruptive behavior in the school lobby. Poor behavior will not be tolerated. One warning letter will be given for the first instance of poor behavior. If it happens a second time, the dancer will be removed from the production.
- If any dancer or parent is reported to be soliciting for any other dancer to change where they study dance, a warning letter will be issued. If it continues, the dancer will be removed from the production.
- All families are required to pay a participation fee (unless arrangements have been made ahead of time for scholarship), volunteer a certain number of hours and raise money in within our organized fundraising. The fundraising opportunities will be discussed in the parent meeting.
- All cast members must be picked up within 15 minutes of the end of a rehearsal or performance and must wait inside the building for their ride. It is extremely difficult to pace rehearsals. Frequently, a phrase of movement is midway or just learned near the end of a rehearsal. Without a few additional minutes, hours worth of work can be lost. Therefore we reserve the right to run rehearsals 15 minutes longer than originally called. Dancers and parents are expected to build this into the pick up times.
- There will be a callboard that will serve as the central source for information at the studio. Posted on the call board will be rehearsal information and notices. The callboard is located in the hallway off the lobby. We will also email information as needed. If you do not have email, it will be your responsibility to find a buddy within the cast to help you get the information you need.

- Tardiness is defined as entering the studio without being warmed up and/or after the rehearsal director has shut the door behind them. Dancers should arrive 20 minutes prior to rehearsals to warm up and prepare. More than 15 minutes late is considered an absence.
- Scholarships are determined by the Board of Directors. If you are interested in a scholarship, please contact the board of directors at info@wilmingtonballetcompany.org. Please be prepared to furnish income information, including tax returns.
- If schedule changes occur, please be tolerant. We will adhere to predetermined rehearsal days that are in the audition package. Those blocks of time are set. However, the individual rehearsal schedule within those blocks of time will be determined as the rehearsal process proceeds. We will try to get as much advance notice as possible. We will communicate primarily through email. If you do not use email, you will need to find a buddy in the cast that you can communicate with to get information.
- Only bottled water is allowed in the studios and backstage at the theatre. CHEWING GUM IS NOT ALLOWED.
- Radios, tape players, CD players, cellular phones, IPODS, etc are not permitted to be on in the studios during rehearsals or backstage of the theatre.
- Please refrain from loud and disruptive conversation when in the studio or theatre.
- Changing room is very limited. Cast members should arrive at the studio wearing rehearsal attire, needing only to change into dance slippers.
- Make sure your cast member always signs in and out when reporting to rehearsals, fittings and performance calls.
- Cast members should sign in to all studio and theatre rehearsals, fittings and performances. It is imperative that they sign in so the chaperone is aware that they are in attendance. Failure to sign in will count as an absence.
- Rehearsal attire is plain, solid color leotards, clean pink tights and ballet shoes for women; plain, solid color shirt, black tights and ballet shoes for men. Hair must be in a bun. If hair is too short for a bun, it should be secured off the face. Some roles will require pointe shoes and/or character shoes.
- Light snacks may be brought to rehearsals. They may only be eaten in the lobby area and NOT IN THE STUDIOS, THEATRES OR WHILE IN COSTUME!
- Cast members are EXPECTED to learn through observation at rehearsals.
- To guarantee maximum productivity and concentration, we ask that parents, family members and friends stay out of rehearsal spaces.
- Make sure that your cast member comes prepared with all necessary items (especially ballet slippers/pointe shoes).
- Label everything including dance shoes, jackets, tights, dance bags. All personal belongings will be kept in the lobby. Please leave all valuables at home.

THEATRE WEEK

- Theatre week is a long and tiring week. It is also very exciting for the dancers. Please be aware that the WBC makes every effort to get the dancers out of the theatre at a reasonable hour. However, we cannot guarantee the hour that we will finish during theatre week. A number of things play into the length of a theatre week rehearsal, some of it out of our hands. The technical aspects of the show (lights, sets, sound) sometimes takes longer to work out than expected and we only have a short period of time to work out the kinks.
- Shows for school aged children are frequently a part of our performance schedule. All cast members are subject to be required during the school day for these school shows. Exceptions are granted on a case by case basis and must be submitted to the board for approval prior to theatre week.
- Parents, friends and family members are not allowed backstage for any purpose other than their scheduled volunteer backstage hours. During rehearsals in the theatre, parents are invited to sit quietly in the audience.
- When performance time comes, be sure cast members eat a light meal since there will be limited time to eat a regular meal during performances
- Help your cast member, if necessary, with styling hair as required before coming to the theatre for performances.
- Help your cast member put on appropriate make-up before coming to the theatre.
- Prior to each performance, the stage manager will announce calls at: ½ hour, 15 minutes, 10 minutes, Onstage (5 minutes) and Places. At the onstage call, those cast members in the first scene are required to proceed to the stage immediately.
- All parents, family and friends must have a ticket to the performance
- The ballet company will make every effort to release the very young dancers as early as possible. However, if a young dancer is cast in a featured role, they may have to stay longer than their peers. Parents should be prepared with books, games and snacks.

COSTUME ETTIQUETTE

- Unless it is designated as part of your costume, jewelry is not permitted to be worn for rehearsals or on stage for any reason.
- The ballet company may require a dancer to dye ballet slippers or pointe shoes, depending on their role.
- Nail polish should never be worn beginning with dress rehearsal.
- No food or drinks with the exception of water are permitted in the dressing rooms, backstage or hallways.

- Eating or drinking with the exception of water is not allowed while a cast member is in costume.
- Costumes should always remain in their designated location at the studio or in the theatre. Please take note of how it is stored: be sure to properly hang up and store all costumes and costume accessories as directed. Do not expect anyone to do this for you. Costumes should NEVER be taken home.
- Costumes should never be moved by anyone other than the dancer or their designated dresser.
- Care of dance shoes is the dancer's responsibility. Since shoes seem to fall apart at the most inconvenient time, it is a good idea to have a "spare pair" on hand.
- The Wilmington Ballet Company will provide and maintain all parts of a cast members costume with the exception of footwear, tights, make-up and hair products.
- All costume pieces and hairpieces, with the exception of those listed above, remain the property of the Wilmington Ballet Company. Fines will be imposed for the mishandling, damaging or losing parts of the costume.
- If a costume you are wearing needs to be repaired, please inform the Wardrobe Manager or your parent chaperone.
- Changes in costume, make-up, hair-style, etc are made by the Wardrobe Department or Artistic Director, not cast members or their parents.

VOLUNTEER INFORMATION

All participating families have a volunteer obligation for each production. Volunteer assignments will be designated at the time of registration. If you registered your child and did not sign up for a volunteer job, please contact the board immediately to find your volunteer opportunity. We cannot function and bring professional level ballets to the Wilmington area without the input of all of our families. Failure to volunteer will disqualify your child from auditioning in subsequent productions for a year.

THEATRE GUIDELINES

- Please be on time for each performance call time. Allow yourself enough time to get dressed, hair up, shoes on, etc before call time. Call time is the time that you should be at the theatre ready to warm up.
- Dancers should wear cover ups whenever not on stage in costume. We use public facilities and we must demonstrate modesty and decorum as a group.
- Dancers are not allowed to explore the facilities we use. This is neither safe nor appropriate. Dressing rooms and the stage area are the only places in the theatre that dancers are allowed.

- Do not remove or handle a prop that is not yours. Do not take props to the dressing room. A prop is a tool, not a toy. This includes large props as well as small ones. Props should not be removed from the prop table until ready to be used and should promptly be put back on the table as soon as finished. These props, as well as costumes, are very expensive to replace.
- Please do not “hang out” in the wings. Some facilities have very limited space back stage and we sometimes have large set pieces that have to be moved. It can be very dangerous for the dancers and the back stage help. Only those preparing to go onstage should be in the wings. Even then, the dancers need to be aware of what is going on around them.
- When preparing to enter the stage, stand as close to the legs (black curtains or set pieces on the sides of the stage) as possible. This prevents the audience from seeing you and spoiling your entrance. When exiting the stage, do not stop in the wings, but continue all of the way off past the wings to prevent “back up” in the wings and on stage.
- Please do not distract or talk to the tech people or stage hands as they may miss their cue. Please take any questions that you have to your dressing room assistant and they will then ask the appropriate people if they do not know the answer themselves. Always obey all directions given to you by the stage crew. This is for your safety. This is especially important during rehearsals. The Artistic Director is very busy in the theatre and under a tight time schedule. Never interrupt the director on stage when they are rehearsing. Take all questions to your dressing room assistant.
- Dancers are never allowed to leave the theatre in costume.

FREQUENTLY ASKED QUESTIONS

Q: How do I know what the rehearsal schedule is?

A: The rehearsal schedule will be given to you at the beginning of the rehearsal period. Any changes will be posted on the call board and emailed to you. It is your responsibility to check the board and check your email.

Q: What happens if my dancer is sick?

A: You have some excused absence(s). As a courtesy to the cast and choreographer, it would be nice to know if your dancer will miss a rehearsal. If your dancer has a fever, please do not bring them to rehearsal. If your dancer is not contagious, please have them come to rehearsal. They can observe and still take in the choreography.

Q: Do I have to stay for rehearsals?

A: If your rehearsal is scheduled for Saturdays, you will not have to stay. We do ask that parents stay for Wednesday rehearsals, as this day will be used primarily for younger dancer's rehearsals.

Q: Can I videotape or photograph the rehearsals or performances?

A: No. Videotaping and photography is strictly prohibited. It is very dangerous to the dancers and can be distracting. A DVD will be available for purchase after the performance.

DANCE BAG CHECKLIST FOR STUDIO AND THEATRE

Each cast member is required to have his or her own supplies in their dance bag. This bag, along with all of the supplies, should be labeled with the dancers' name.

- Required make-up, depending on role
- Unscented baby wipes for make-up removal
- Tissues
- Mirror
- Hair spray
- Long bobby pins and hair nets that are the color of cast members hair
- Deodorant
- Two pairs of ballet slippers, and any other shoes necessary for dancer's role
- Clean tights and socks
- Quiet books and/or games (cards are great)
- Bottle water for drinking
- Needle, thread and safety pins for emergencies
- Band-aids

COMPANY CONTACT INFORMATION

Company email address: info@wilmingtonballetcompany.org

Company phone: (910) 547-3032

Board Members for Questions:
Rhoda Gary (910) 477-0664

Company mailing address:
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