Ballet Theatre of Maryland’s

2018 Handbook
for
Student Performers* and
their Parents

*Including pre-trainee, trainee 1, and trainee 2 levels.
Student Casting Policy

The Ballet Theatre of Maryland (BTM) is a professional ballet company. The selection of students to perform in its professional productions is the responsibility of BTM’s artistic staff and/or school faculty, who make the casting decisions. Subjective judgment, poise, size, acting, ability level, and talent for the choreography are the primary selection factors.

Please note that in meeting the requirements of the production, the artistic staff and faculty may go outside the parameters of student height, age, class level, or size in order to cast the production adequately. This is at the sole discretion of the artistic staff and school faculty.
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Ballet Theatre of Maryland Student Performer and Parent Contract
2018-2019 Season

1. I have reviewed the tentative rehearsal schedule and the 2018 BTM Handbook for Student Performers and their Parents and understand that if my child is cast, he or she is expected to accept the role or roles in which he or she is cast. I understand the costume fee is nonrefundable unless my child is not offered a role or roles, but the audition fee is not refundable even if my child is not cast.
   Parent initial: ___________

2. I verify that I have read all of the rehearsal and performance information and agree that my child will attend all rehearsals and performances (including mini-shows that are held during the school day) as outlined in Ballet Theatre of Maryland (BTM) policies, which are included in the 2018 Handbook for Student Performers and their Parents. In the event of inclement weather, I understand that all students, including students traveling from long distances (e.g., Eastern Shore, Virginia, etc.) are expected to perform if the performance has not been cancelled, and that BTM may provide housing if necessary and if requested by the parent/guardian of the student.
   Parent initial: ___________

3. I verify that I have read all student policies included in the 2018 Handbook for Student Performers and their Parents and agree to adhere to all of them.
   Parent initial: ___________

4. I understand that if my child is double, triple, or quadruple cast for any role, he/she must be available to dance in any or all of the other casts’ performances, if needed.
   Parent initial: ___________

5. I agree to pay a $150 costume fee per child, per season. This fee is nonrefundable. The fee includes two pairs of tights, which are to be worn ONLY for dress rehearsals and performances.
   INDICATE STUDENT’S SIZE FOR TIGHTS:
   (Size charts can be found at: http://www.bodywrappers.com/company_sizecharts.php#)
   Child Sizes (girl): S(4-6)_____ I(6x-7)_____ M(8-10)_____ L(12-14)_____
   Adult Sizes (women): S_____ M_____ L_____ Tall __________
   Men or Boy’s size: _______________ (add in)
   Parent initial: ___________

6. I agree to provide sufficient numbers of ballet shoes to cover my child’s quick changes. The number will be specified by the Student Coordinators.
   Parent initial: ___________

7. I agree to give 20 hours of my and/or my family’s time in volunteer service, as outlined in the 2018 Handbook for Student Performers and their Parents, to aid the production of The Nutcracker if my child is cast in Nutcracker, AND 10 hours of my and/or my family’s time in volunteer service for any other BTM company productions in which my child(ren) participates. The volunteer requirements are per family (not per child). I understand I may be assigned to volunteer for a specific activity per the needs of the company and the production. See the 2018 Handbook for Student Performers and their Parents for volunteer position descriptions.
   Parent initial: ___________

8. For Nutcracker, if my child is under 12 on November 1, 2018, I agree to kid wrangle as many times as necessary to aid the needs of the production. I understand that I will be assigned these kid wrangling slots by the Artistic Director and the Student Coordinators; choice of venue and dates will be considered but are NOT guaranteed. See the “Kid Wrangler Tour of Duty” in the 2018 Handbook for Student Performers and their Parents for a description of kid wrangler duties.
   Parent initial: ___________
9. I have joined BTM's Yahoo group (“BTMDance”) so I can access all documents related to the production (rehearsal schedule, casting, school excuse letter, etc.).

   Parent initial: __________

10. I agree to attend the mandatory parent meetings held on June 27 (spring 2018 auditionees only) and September 30 (spring 2018 and fall 2018 auditionees).

   Parent initial: __________

11. I understand that taking pictures or video recording of rehearsals (including rehearsals in the studio or in the theatre) and performances is **strictly prohibited** due to copyright restrictions.

   Parent initial: __________

12. I understand that my child must be enrolled in at least one ballet technique class per week (any school); more advanced roles such as lady-in-waiting, bud, and shepherdess will require more than one. Students should contact the Artistic Director for specific requirements.

   Parent initial: __________

13. I understand that my child may not audition for non-BTM dance, school, other productions that conflict with a BTM production or have the potential to conflict with a BTM production once he/she has committed to a BTM production via a signed contract.

   Parent initial: __________

14. **PHOTO RELEASE**: I hereby grant BTM permission to interview my child and or use my child’s likeness and or photograph(s)/video/DVD in any and all of its publications and in any and all other media, whether now known or hereafter existing, controlled by BTM, in perpetuity, and for other use by BTM. I will make no monetary or other claim against BTM for the use of the interview and/or the photograph(s)/video/DVD.

   All photographers taking photographs on BTM property or of BTM classes, rehearsals or performances must obtain permission from BTM to ensure that all subjects have signed a release form. These rules govern photographs intended for use by BTM for marketing or of a public relations nature or used on the Web. These rules are not in effect when photographs are taken of news events.

   Parent initial: __________

For and in consideration of participation in the event aforementioned above, the parent (or guardian) of Dancer hereby fully, finally and forever releases and discharges and agrees to indemnify and hold harmless the Ballet Theatre of Maryland, and its related entities of whatever kind or nature, successors, assigns, officers, directors, attorneys, agents and employees, from all liability regardless of the cause, claims, demands, actions, causes of action, damages, lawsuits and expenses of any and every kind or nature which Dancer and Parent or Guardian (individually and collectively), their attorneys, heirs, executors, administrators, and assigns may have or may in the future have against the Ballet Theatre of Maryland, including, but not limited to, suits, contracts, controversies, agreements, promises, trespasses, damages, judgments, executions or any actions sounding in tort or contract or pursuant to any statute or regulations, whether direct or indirect, whether presently discoverable or undiscoverable, whether caused by the negligence of Ballet Theatre of Maryland or any other person or entity in connection with any activity in which Dancer, Parent or Guardian (individually or collectively) participates during the period in which these events take place, including any period traveling to and from the events described.

The undersigned parent(s) (or guardian(s)) hereby appoint(s) Ballet Theatre of Maryland to authorize unexpected medical care, and/or hospitalization for Dancer.

   Mother/Guardian Signature*:

   Father/Guardian Signature*:

   Date________________________

   Name(s) of Student Performer(s): ________________________________

   (Please print)

*Signers are responsible for adhering to the terms of this contract, including ensuring that the student performer(s) attend(s) all required rehearsals and performances. **If joint custody, both parents/guardians must sign.**

Attachment: 2018 Handbook for Student Performers and their Parents
II. ATTENDANCE

A. General

All rehearsals are mandatory. **Any unexcused absence will subject the student to removal from the affected role or roles.** The strictness of this policy is required to ensure the safety of the students and the quality of the performances. **Students and their parents/guardians should carefully review this policy prior to auditioning.**

Rehearsal scheduling is always subject to change on short notice (24 hours minimum). The Student Coordinators will e-mail changes directly to all parents and will post the changes to the BTM Yahoo site (“BTMDance”). BTM will try to minimize changes the best it can.

B. Nutcracker

1. Excused absences

The Artistic Director may approve one absence per role in the fall only for *Nutcracker* for the following, subject to the limitations described below.

- **(1) Illness or injury.** If the child is not seriously injured or the illness is not contagious, he/she may still be required to attend rehearsals to watch. Otherwise, an absence may be approved. Notify the Student Coordinators at studentcoordinator@balletmaryland.org as soon as possible and submit a Dancer Release Form to the Student Coordinators.
- **(2) Death in the immediate family (this includes mother, father, and siblings only).** Notify the Student Coordinators at studentcoordinator@balletmaryland.org and submit a Dancer Release Form to the Student Coordinators.
- **(3) A school event in which a grade requirement is involved.** As far in advance as possible, you must submit a signed letter from the teacher stating that the event is a required graded event. (Flyers from the school and general emails from the school to the class are not sufficient.) Submit the letter from the teacher along with the Dancer Release Form to the Student Coordinators at studentcoordinator@balletmaryland.org.
- **(4) Emergency (e.g., flat tire, traffic, weather).** Notify the Student Coordinators as soon as possible at studentcoordinator@balletmaryland.org or via phone (see section II.C. below) and submit a Dancer Release Form to the Student Coordinators upon arrival at the studio.
- **(5) Major religious observance day as set by the Anne Arundel County Public School System and observed by Maryland Hall.** Submit a Dancer Release Form to the Student Coordinators at studentcoordinator@balletmaryland.org or in person at the studio as far in advance as possible.
Students may be permitted 1 excused absence for the reasons listed above only per role for roles that rehearse 6 or more times during the fall rehearsals beginning in September until the first “put together” rehearsal (usually in November).

Roles such as Princesses/Cavaliers that rehearse less than 6 times during the fall are not allowed any absences for any reason.

The Artistic Director reserves the right not to approve a request for any of the above absences, even if it is the only absence the student incurs and even if it is for a reason listed in section B.1., especially if the student misses a critical rehearsal or performance that could cause the professional quality of the production to drop, or when the safety of the student or other students would be in jeopardy or in case of excessive absences or tardiness, even for school events.

No absences, regardless of reason, are permitted for “put together” rehearsals, spacing rehearsals, tech rehearsals, or dress rehearsals.

2. Process for Requesting an Excused Absence

For any of the excused absences listed in section I.B.1. above, you must notify the Student Coordinators as far in advance as possible, and submit a Dancer Release Form to the Student Coordinators via email to studentcoordinator@balletmaryland.org, or submit a hard copy to the attention of the Student Coordinators at the BTM Office. Absences may only be requested on the Dancer Release Form. Do not request an absence via email other than to studentcoordinator@balletmaryland.org, with the Dancer Release Form attached. Approval will be indicated by written signature of the Artistic Director on the Dancer Release Form. The Dancer Release Form may be obtained from the Student Coordinators or the BTM office. The Student Coordinators will notify parents/students of the Artistic Director’s approval or denial of the request.

3. Summer Nutcracker Rehearsals

Excused absences are not permitted for summer Nutcracker rehearsals.

C. Fall & Spring Productions (non-Nutcracker)

For productions other than Nutcracker, all rehearsals are MANDATORY. No excused absences will be accepted for any reason, because there are very few rehearsals before the put together rehearsal(s) for students to learn all of their choreography.
D. Tardiness

Tardiness is defined as arriving in the studio or theatre *ready to dance* more than 5 minutes after the scheduled call time.

For *Nutcracker*:
- Arrival later than one-third of the way through a rehearsal (for example, arrival in the studio or theatre *ready to dance* later than 20 minutes into a 60-minute rehearsal for a particular role) is considered an absence, regardless of reason.
- Excessive tardiness (3 or more) constitutes an absence and may result in removal of the student from the affected part or parts.

For fall and spring productions: one instance of tardiness constitutes an absence and may result in removal of the student from the affected part or parts.

As soon as it is known that you will be late to rehearsal, notify the Student Coordinator(s) as soon as possible and prior to rehearsal, via phone or email to studentcoordinator@balletmaryland.org. Calls to the office may not get to the Student Coordinators immediately; please call their cell phones directly.

If a student is tardy for any reason, a BTM Dancer Release Form must be submitted to the Student Coordinators when the student arrives at the studio.

II. GENERAL

A. Sign-In and Sign-Out Policy

1. All students must sign in.

2. Students under 12 must have an adult caregiver sign them in.

3. Students under 12 may not leave any rehearsal at any location until an adult caregiver comes into the building to sign them out. Children under 12 will not be allowed to leave rehearsal unescorted by an adult caregiver. Children under 12 will NOT be allowed to escort themselves to a caregiver’s car, even if they are with an older sibling unless the sibling is 18 or older.

4. Let the Student Coordinators know if you are carpooling.

5. Do not sign out until rehearsal is over. If a student is signed out before rehearsal is over, the Student Coordinators will erase the initials from the sign-out sheet. This is for the safety of the students.

B. Protocol for Parents/Family Members During Rehearsals/Performances
1. At the Merritt Annex Studio location, parents/caregivers may stay in the lobby during rehearsals. Parents who wait in the lobby of the studio must not distract students in rehearsal. Siblings/friends are not allowed (due to the space being very small, and absolute quiet is required). **Note that parents are not permitted in the rehearsal area of the studio under any circumstances at any time, either before, during, or after rehearsal.**

2. At the Bowie Center for the Performing Arts parents/caregivers are not permitted in the theatre, dressing room, or backstage during any rehearsal or performance unless assigned to volunteer as a kid wrangler, wardrobe helper, or sign-in monitor. Students must be dropped at the backstage entrance and signed in there; the Student Coordinators or designated kid wranglers will escort students to the stage or dressing room.

3. At the Baltimore Lyric Opera House, parents/caregivers must drop and pick up students at the backstage entrance; students will be escorted to and from the dressing room by the Student Coordinators.

4. At Maryland Hall, parents/caregivers are not permitted in the theatre, dressing room, or backstage during any rehearsal or performance unless assigned to volunteer as a kid wrangler, wardrobe helper, or sign-in monitor.

**C. Student Coordinator Contact Information**

1. Program the cell phone numbers of the Student Coordinators into your cell phone.

2. Call the Student Coordinators ASAP if you are going to be late or miss rehearsal.

**D. Labeling Policy**

LABEL EVERYTHING. Leotards, tights, shoes (INSIDE ONLY!), makeup, robes, cosmetic bags, dance bags, lunch bags, anything and everything.

**E. Secret Santa Activities**

Secret Santa activities are not allowed unless open to all students and approved by the Artistic Director.

**F. Food/Treats**

1. Do not bring birthday or other treats unless there is one for every student and the treats are approved beforehand by the Student Coordinators.

2. Food with peanuts is not allowed.
G. Attire Protocol

1. Rehearsal attire is a black leotard (no underwear), pink footed tights, and pink ballet shoes for girls, and a white t-shirt, black tights, white socks and white/black ballet shoes for boys. Fairies and princesses should wear a black circle skirt. Students may wear a plain unadorned black wrap ballet sweater (girls) or the BTM jacket if the studio or theatre is cold. No other attire may be worn without the express permission of the Artistic Director or the Student Coordinators. This attire protocol applies even when a student is sitting out for injury or illness.

2. No underwear is to be worn under the tights and leotard at any time.

3. Always carry an extra black leotard, pair of tights, ballet shoes, and pointe shoes (where applicable) to every rehearsal and performance.

4. Girls’ hair must be in a neat bun with no wispsies (loose hair) flying about and pins adequately secured (see “How to Make a Ballet Bun” at the end of this Handbook). Extra-large hair accessories (bows, “donuts,” large headbands, etc.) are not allowed.

5. No jewelry or watches may be worn during rehearsals, except for “stud” earrings.

6. The purchase of shoes and makeup is the responsibility of the student performer and their parent/guardian. Specification of the type of shoes and makeup will be provided as soon as possible after casting.

7. The cost of 2 pairs of tights per season is included in the costume fee and will be provided by BTM. The tights provided by BTM are to be used ONLY for dress rehearsals and performances.

8. Students should not wear rehearsal attire in public; students must cover their rehearsal attire with a shirt and pants/shorts when leaving the building where they are rehearsing.

H. General and Rehearsal Protocol

1. Students may not enter the studio until they are called in to rehearse by the Artistic Director, Ballet Mistress, or Student Coordinators. Students must remain in the studio during the entire rehearsal period except during announced breaks or to use the restroom. Students may not be in the lobby or hallway once they are called in to rehearsal.

2. It is required that the student performer watch his/her alternate cast while they are dancing in rehearsal and apply all notes and corrections given to them. Students should bring a small notebook and pencil into the studio to take notes.

3. The student performer must be ready to be called into any rehearsal or to the stage at any time.
4. Students may not be in the studio if they are not scheduled to rehearse, but may wait in the lobby area.

5. Gum chewing is not allowed during rehearsal.

6. No cell phones are permitted in the studio.

7. **Behavior requirements:** Students are required to follow the protocols outlined in this Handbook. Self-discipline is required. Each student must: follow the direction of the Artistic Director and Student Coordinators, pay attention, refrain from talking, keep hands to themselves, not climb on barres, not run in studio, assume they are a guest in the Ballet Theatre of Maryland studios, and respect the privileges of quiet and privacy of the professional company. **A total of three reprimands issued to a student on a designated form by the Artistic Director and/or Student Coordinators for a violation of a protocol in this Handbook will result in dismissal of the student from the production.**

8. Locker rooms at the studio: Locker rooms are reserved for trainees and above. Students must use the lobby area.

9. If the studio is not in a clean state at the end of the rehearsal day, the Artistic Director will direct all students to stay and clean until it is returned to an acceptable state of cleanliness.

10. If your child has more than a 30-minute interval between rehearsals, he or she may not be left unattended unless it is cleared ahead of time with the Student Coordinators.

**I. Breaks & Food during Rehearsal**

1. The Artistic Director will give short water breaks during rehearsal at the studio. During day-long rehearsals, there will be a short dinner break. It is easiest to bring food in a thermos/cooler. Note that the wait time to use the microwave can be long at the studio so bring foods that do not need to be heated if possible.

2. MD Hall & Bowie Center for the Performing Arts: There is NO EATING in the theatre, backstage, or in the lobby. There will be designated areas to eat during break times announced during rehearsal.

**J. Technical/Spacing Rehearsal Protocol**

1. Due to limited stage time, these two types of rehearsals have been combined.

2. These are the rehearsals in which performers, props and sets are all combined and spaced on the stage.
3. During these rehearsals students will sit in the front of the theatre (they may not spread out throughout the whole theatre).

4. These rehearsals can be the most tedious, but they are necessary. They require the full attention of all student performers.

5. A student who is a cover or shares a part with someone (almost all students alternate their parts with other students), that student must WATCH his/her alternate WHenever they are rehearsing. No reading, homework, or other activity. **Students are responsible for ANY CORRECTIONS the Artistic Director makes to their alternate or to the part they are covering.**

6. These rehearsals do not usually involve make-up and costumes, unless requested by the Artistic Director.

7. Students under 12 are to be signed in and out by the parent/adult caregiver who brought them. If the student is going home with another parent/adult caregiver, notify the Student Coordinator(s) beforehand.

8. Student performers 12 and under may leave the theatre only when accompanied by a designated adult volunteer.

**K. Costumes & Makeup**

1. The Artistic Director decides on the makeup for the production. In the case of complex make up, we will provide a makeup plot.

2. Stage makeup is **NOT** to be worn in public; it must be removed before leaving the dressing room.

3. There will be no deviations in makeup without permission from the Artistic Director.

4. Jewelry (earrings, rings, necklaces, etc.) is decided by the Artistic Director. No alterations are allowed without permission.

5. **There is no eating, drinking, or sitting in costume.**

6. All costumes must be hung up in the proper place after the show. This includes all costumes involved in quick changes that happened during the performance.

7. If a costume becomes damaged during a performance, it is the student’s responsibility to notify the Company Wardrobe Mistress or Student Wardrobe Coordinator immediately.

8. Costumes are the property of BTM and may not be taken out of the theater without permission from the Artistic Director and the Company Wardrobe Mistress.
9. No student may wear glasses on stage in a dress rehearsal or in a performance.

L. Dress Rehearsal and Performance Protocol

1. Dress rehearsals are run as if they are an actual performance (with the exception that the Artistic Director will stop when necessary for technical corrections) and include costumes, sets, lights, props, etc. **Full hair, makeup, and costume are required.**

2. Students are to remain in the dressing room when not on stage, unless directed by the Artistic Director, Student Coordinator(s), or designated adult volunteer to do otherwise.
   a. Students under 12 must be escorted outside the dressing room by an adult volunteer. Students 12 and over must request permission to leave the dressing room from the Student Coordinators or an adult volunteer.
   b. On performance days including mini-show days, students must wear a shirt, pants, and shoes when in a public area.
   c. Students are not permitted in public areas less than one hour before performance time or during intermissions other than absolutely necessary trips to the restroom.
   d. Students should not be in the public areas of the theatre from one hour before the performance; parents may leave food at the sign-in table, although we strongly urge students to bring provisions with them for the entire time they will be at MD Hall to minimize disruption in the dressing room and ensure students are focusing on the performance. The Artistic Director or Student Coordinators may prohibit food delivery after call time if circumstances require.
   e. **Students are not permitted to be in costume in public areas under any circumstance. “Meeting and greeting” visitors while in costume at any time is absolutely not permitted.**

3. Siblings and friends are NOT permitted in the dressing room.

4. Parents are not permitted in the dressing room unless assigned to volunteer as a kid wrangler, wardrobe helper, or sign-in monitor.

5. Adult males (including parents, caregivers, and guardians) are not permitted in the girls’ dressing room under any circumstance. Students must be dropped at the sign-in table, where they will be escorted to the dressing room by a female volunteer.

6. Wear a nude spaghetti strap leotard as the base layer. This facilitates quick changes.

7. Nude-colored leotards must NOT be worn outside the dressing room without a robe or cover-up. This includes rehearsals on stage.

8. **Students must have a black leotard with them at ALL TIMES, even for dress rehearsals and performances. They are needed for warm-up class or any time a rehearsal is needed on stage (such as after the mini-shows or before dress rehearsals). A black leotard can be pulled over the nude leotard.**
9. **Costumes may not be worn outside the dressing room without a cover up unless you are heading to the stage to perform.**

10. Students should arrive at the theatre with hair and makeup done. **Students may NOT prepare for a performance (hair, makeup, etc.) in the public restrooms on performance days including mini-show days under any circumstance.**

11. No nail polish, earrings, or other jewelry is allowed unless part of the costume.

12. Bring a labeled makeup bag with extra bobby pins, hair nets and hairspray.

13. Bring a robe or large button down shirt to wear for eating or drinking. This is to be worn over the nude leotard when taking a break to eat or drink. THERE IS NO FOOD OR DRINK ALLOWED IN THE MD Hall or Bowie theatres. At MD Hall, food and drink are allowed in the gym area or the café area only. At Bowie, the Student Coordinators will designate eating areas. Please pack non-messy snacks and quiet non-messy activities for the long wait times.

14. Bring an extra pair of shoes with the student’s name inside.

15. Bring a needle and thread.

16. **LABEL EVERYTHING.** Leotards, tights, shoes (INSIDE ONLY!), makeup, robes, cosmetic bags, dance bags, lunch bags, anything and everything.

17. **Students may not wear glasses on stage in a dress rehearsal or performance.** The lenses reflect the stage lights and can be a distraction to the audience and other performers.

18. **Student performers must be available to perform if they are a cover/alternate.** For example, if the student performer is a princess in Cast B, she must be available to perform if her alternate in Cast A is ill or otherwise unable to perform. **The student performer must be no more than one hour away from the theatre on performance days.**

19. For MD Hall, the student dressing room for dress rehearsals and performances for *Nutcracker* is usually either the gym or rooms 100 and 101 (same level as the vending machines). Often, this is not known until you arrive at MD Hall for the dress rehearsal or performance. The sign-in monitor is posted outside the dressing room. For MD Hall non-*Nutcracker* performances, the student dressing room is usually the green room or the gym.

20. Dressing room assignments for advanced students and school-age trainees/pre-trainees (18 and under) will be posted before dress rehearsals.

21. Stage makeup must be removed before leaving the theatre.
22. **Boy performers** will use the men’s dressing room. There is no assigned kid wrangler for boy performers, and therefore they are expected to behave appropriately and responsibly, and to stay quietly in the dressing room when not on stage. The Student Coordinators will ensure they are in costume and on stage at the appropriate time.

**M. Backstage Protocol**

1. There is no sitting in the wings. This is for the safety of the student performers as well as for dancers making quick exits from the stage, and to keep the costume clean and free of damage. When exiting the stage (bright light to low light) you may become temporarily blinded and unable to see someone sitting directly in front of you.

2. **DO NOT TOUCH ANY OF THE LIGHTS OR THE CURTAINS.** The lights are very hot and can cause burns. The curtains (legs and Cyclorama, or the white material at the back of the stage) can be damaged and any motion during a show can be distracting to the audience.

3. If it is not your prop, **DO NOT TOUCH IT!**

4. Personal props (swords, dolls, flags, etc.) are the student’s responsibility.

5. Students 12 and over must check their props three times.

6. There will be **NO** peeking into the audience before and after the show. This is considered unprofessional and can distract the audience, as well as cause the performer to lose focus.

7. There will be **NO** talking or horseplay. Theaters are designed to be acoustic and project sound. Any talking will carry and be heard in the audience. Theaters can be very dangerous and horseplay increases the chances of someone getting hurt.
N. Production Volunteer Service Hours

1. In order to help BTM create the best product it can offer, and to give its students the most valuable experience possible, all parents/guardians of Nutcracker performers are required to give 20 hours per family of their time or services in some way to aid the production (10 hours for productions other than Nutcracker). BTM is a small company and counts on parents for support. There are a great number of opportunities to help that can fit everyone’s schedule and talents. A little bit of help from everyone goes a long way.

2. There are four major volunteer positions other than the Student Coordinator positions (see full descriptions elsewhere in this Handbook): Volunteer Coordinator, Wardrobe Coordinator, Boutique Coordinator, and Party Coordinator.

3. Other volunteer areas (see full descriptions elsewhere in this Handbook) are kid wrangler, sign-in monitor, wardrobe helper, party helper, boutique helper, flowers, and administration.

4. For Nutcracker, parents/guardians (adult females only) of children under 12 must kid wrangle as many times as necessary for either dress rehearsals or performances, as determined and assigned by the Artistic Director and the Student Coordinators. This requirement does not apply to the Volunteer Coordinator, Wardrobe Coordinator, or Party Coordinator unless there is an absolute need as determined by the Artistic Director and/or Student Coordinators. A description of the duties involved in kid wrangling is described elsewhere in this Handbook.

O. Yahoo Group

1. Sign up for the BTM yahoo group e-mail list. Go on the web to http://groups.yahoo.com/group/BTMDance and click on Join this Group. See the Student Coordinators if you have trouble signing up. This is the repository for all documents relating to the production, including rehearsal schedules, casting, school release and dancer release forms, and a copy of this Handbook! Check your e-mail daily for updates.

2. The Yahoo group is one of the main forms of communication between BTM and parents/students (other than direct email communications from the Student Coordinators).
Student Coordinators

The duties of the Student Coordinators are as follows:

**General**

- Ensure all student performers adhere to the student performer policies as outlined in this *Handbook*; speak to any student performers who do not adhere to these policies. Issue reprimand to student on designated form if necessary.
- Ensure students remain quiet and behave properly at all times; speak to students as necessary.
- Ensure all student performers are at rehearsal.
- Call student performers who are not at rehearsal.
- Apprise the Artistic Director of any student performers who need an excused absence or who are not present when they should be. Ensure students submit the Dancer Release Form in instances of tardiness or absence.
- Ensure all students under 12 are picked up by a parent/adult caregiver.
- Liaison between the Artistic Director and parents of student performers.
- Communicate information regarding rehearsals, schedules, call times, costumes, makeup and *all changes to such* to parents and student performers via e-mail and the Yahoo group (BTMDance) and any other method as appropriate.
- Post schedules, changes, other announcements to Yahoo.
- Oversee Volunteer Coordinator, Wardrobe Coordinator, Party Coordinator, and Boutique Coordinator.
- Make sure all coordinator positions (Volunteer Coordinator, Wardrobe Coordinator, Party Coordinator, and Boutique Coordinator) are filled, preferably as early in the season as possible.

**Dress Rehearsals/Performances**

- Go over student performer policies with student performers once rehearsals start in theatre.
- Assign persons to handle quick changes backstage.
- Before call time each day, receive instruction from the Artistic Director as to logistics for that day.
- Ensure student performers are ready to go on stage at the appropriate time.
- Monitor progress of the performance/dress rehearsal so that students are on stage on time.
- Oversee all volunteers, including ensuring all kid wranglers are present and on duty.
- Oversee and instruct kid wranglers and sign-in monitor.
- Make sure each parent volunteer is wearing a name tag identifying their name and their volunteer position.
- Call covers if a student performer is unable to perform.
- Make sure quick change costumes are in their proper place backstage and all items are included (shoes, makeup, mouse heads, etc.), and make sure all costumes are ready for student performers before call time.
- Ensure students under 12 have an escort if leaving the theatre/dressing rooms.
- Ensure students remain quiet and behave properly at all times.
Other Coordinator Positions

In addition to Student Coordinator, there are four other coordinator positions: Volunteer Coordinator, Wardrobe Coordinator, Party Coordinator, and Boutique Coordinator. These are major volunteer positions that require a significant amount of time (more than the minimum of 20 hours that is required for each family). If you are interested in any of these positions, please contact the Student Coordinators.

Position Description: Volunteer Coordinator

Nutcracker: approximately 5-10 hrs week Nov & Dec.; lesser amounts Sept – Oct.
Other performances: approximately 5 -10 hours per week the month of the show

The Volunteer Coordinator’s main responsibility is ensuring all volunteer slots are filled. The Volunteer Coordinator is responsible for creating the electronic volunteer-signup sheet, explaining to parents how to use the electronic sign up, contacting parents who have not signed up for the required number of volunteer hours, and creating name badge stickers for volunteers (including name and position). The Volunteer Coordinator is also responsible for updating Student Coordinators on volunteer slots that are not filled, and on families who have not signed up for the required number of hours. At the end of the performances, the Volunteer Coordinator should submit a final tally of each family and hours volunteered to the Student Coordinators and the Artistic Director. The Student Coordinators will provide the Volunteer Coordinator with each parent’s name, phone number, and e-mail address, and a list of all volunteer positions needed.

Position Description: Wardrobe Coordinator

Nutcracker: Approximately 5-10 hours per week June through Oct; 20-30 hrs/week Nov. & Dec.

The Wardrobe Coordinator is responsible for all student costumes. Ability to sew is required. Duties include: meeting with the Artistic Director and the Company’s Wardrobe Mistress starting in June or July (for Nutcracker) to go over costume requirements for all student performers, making sure there is a costume (and shoes for certain roles) for every student performer for every role, assisting the Company Wardrobe Mistress with measuring and fitting all student performers for costumes, assist with dyeing or painting ballet shoes grey for mice, notifying the Company Wardrobe Mistress of material that needs to be purchased, sewing and adjusting costumes, labeling all costumes with performer’s name and cast, being present at all fittings, dress rehearsals and performances, setting up all student performer costumes before each dress rehearsal and performances, and ensuring that all student costumes are put away properly after each dress rehearsal and performance. Requires close coordination with the Artistic Director and the Company’s Wardrobe Mistress.
**Position Description: Party Coordinator**

*Nutcracker: Approximately 20 hrs per week in Dec.; lesser amounts in Oct./Nov.*

*Other shows: Approximately 20 hrs during performance week; lesser amounts in the weeks prior*

For *Nutcracker*, there are four Sugar Plum Parties (two each Sunday). They are held before each of the Sunday performances in the MD Hall gym. For the fall and/or spring show, there is one party on Sunday. Duties of the Party Coordinator include planning and obtaining (via donations from local vendors if possible) decorations and food for each party, setting up and taking down the parties, overseeing party volunteers. (Volunteers to assist at the parties will be recruited by the Volunteer Coordinator.) Purchases must be approved by the Friends of BTM Treasurer and will only be reimbursed if a receipt is presented.

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**Position Description: Boutique Coordinator**

*Nutcracker: Approximately 10-20 hrs/week in Dec; lesser amounts in Oct/Nov.*

*Other shows: approximately 20 hrs/week during performance week; lesser amounts in the weeks prior*

The Boutique is set up before each performance in the lobby of the theatre; the boutique must be open before the performance, during intermission, and for 20 minutes following the end of the performance. Duties of the Boutique Coordinator include ordering, pricing, and organizing merchandise and ensuring there are a sufficient number of items to sell; notifying the Friends of BTM Treasurer of items that need to be purchased; setting up and taking down the boutique; and overseeing boutique volunteers. The Boutique Coordinator is also responsible for the cash box in coordination with The Friends of BTM Treasurer. (Volunteers to assist at the boutique will be recruited by the Volunteer Coordinator.) Purchases must be approved by the Friends of BTM Treasurer and will only be reimbursed if a receipt is presented.
Non-Coordinator volunteer positions

These positions are mostly during dress rehearsals/performances. Sign up usually starts in October for *Nutcracker*, and about a month prior to the performance for other productions. The sign up is usually done electronically. Details will be discussed at the mandatory parent meetings.

All parents/guardians of *Nutcracker* student performers are required to give **20 hours per family** of their time or services in some way to aid the production and **10 hrs** for any other show in which their child performs.

The volunteer positions are listed below. If you cannot fill one of these positions, we can find other duties for you. 😊 Please contact the Student Coordinators.

**Sign-in Monitor**

- Make sure each student signs in before entering dressing rooms or theatre.
- Makes sure each student signs out before leaving.
- Make sure women only go past the sign in table (for dress rehearsals & performances).
- On duty from 15 minutes before the “below intermediate” call time until the last student signs out.
- Makes sure students under 12 do not leave the dressing room or theatre without an adult volunteer.
- Makes sure that a parent or adult caregiver as authorized on the Contact Information Sheet signs out students under 12.
- **Must stay on duty until the last student signs out.**

**Wardrobe helper**

- Assist Wardrobe Coordinator in setting up and putting away student performer costumes.
- Assist in making minor repairs, keeping costumes in order during dress rehearsals and performances, and assisting kid wranglers in helping students with their costumes.
**Party helper**

- Assist Party Coordinator in preparing for and helping at the parties, which are held in the gym at MD Hall before each Sunday matinee.
- Help may be needed for picking up food/drink from the store, helping set up, helping clean up, and assisting at the parties – these needs will be communicated by the Party Coordinator to the party helpers.
- Party helpers should not purchase any items for the parties without the express permission of the Party Coordinator.
- Santa: Male volunteers are needed to play Santa at the Sugar Plum Parties for *Nutcracker*.

**Boutique helper**

- Assists Boutique Coordinator.
- Sell items from the boutique table outside the theatre before, during, and after performances, or at the boutique table set up in the gym for the parties before Sunday matinee performances.
- Boutique helpers should not purchase any items for the boutique without the express permission of the Boutique Coordinator.
- May involve assisting with inventory on non-performance days.

**Flowers**

- Coordinate with the Artistic Director prior to the performances to discuss the need for flowers for the company dancers – how many and what kind, color scheme, etc.
- Prepare flowers and place flowers for the company backstage and in water.
- Purchase flowers for performance days, prepare them for sale.
- Purchases must be approved by the Friends of BTM Treasurer and will only be reimbursed if a receipt is presented.
- **Flower Coordinator**: notify the Student Coordinators if you are interested in being the Flower Coordinator for the entire season. This will meet your volunteer requirements for any and all productions in which your student participates for the season. Responsibilities will include acting as Flower Coordinator for all company productions, including productions in which students do not participate or in which your student is not participating, as well as the end-of-year school show.
Kid Wrangler Tour of Duty

(1) GENERAL KID WRANGLER DUTIES:

a. **Most important**: Make sure the students assigned to you behave properly at all times. Ensure students are quiet, no horseplay, no sitting/jumping around in costume. Keep your eyes on the students at all times.

b. Escort students assigned to you under 12 to the bathroom or the vending machines. Students under 12 may not leave the dressing room without an adult volunteer.

c. Ensure students assigned to you wear proper attire when leaving the dressing room (no nude leotards, uncovered costumes, etc.). Especially on performance days, the public is milling around the vending and bathroom areas, and students must present as professional as possible.

d. Make sure the students assigned to you wear a robe or other cover-up if they eat or drink in costume (they shouldn’t be eating in costume, but sometimes they need a quick non messy snack or drink of water).

e. Make sure students assigned to you are not wearing any jewelry or nail polish.

f. Help students assigned to you put on costumes, touch up makeup and assist with securing headpieces, ensuring laces are tucked into shoes, and the rest of the costume is in order when getting students ready to go up to the stage.

g. **If instructed by the Student Coordinators**, escort students to the backstage area and wait backstage until the scene is finished and then walk students back to the dressing room. KEEP STUDENTS QUIET BACKSTAGE at all times.

h. Carry extra hair pins, safety pins, scissors, band aids, wet wipes, tissues, and a Sharpie pen. Also, wear black or dark colors if possible.

i. **Siblings & friends are not allowed in the dressing room at any time. Notify the Student Coordinators if there is a sibling or friend present.**

(2) Arrive at the dress rehearsal or performance at the “below intermediate” call time (that’s one hour before show time). Be prompt! Pick up your name tag at the sign-in table.

(3) The Student Coordinators or designee will explain the “plan of action” for the day and will explain when each group of students will change into costume, and which group of students you are responsible for.
For Nutcracker:

a. **Party scene:**
   - Start getting into costume about 45 minutes before show time.
   - Party scene goes up to the stage 15 minutes before show time.

b. **Fight scene:**
   - Start getting into costume when party scene kids go up to the stage, or at the latest, when the show starts.
   - Fight scene students go up to the stage approximately 22 minutes after the show starts.

c. **Opening Act 2:**
   - After fight scene goes up to the stage, princesses, little sugar plum fairies, pages, and ladies-in-waiting get into costume (if they are not in fight scene).
   - Once fight scene comes back down to the dressing room, they must change out of their fight scene costume first, and hand it to a kid wrangler to put away, before they get into their next costume.
   - Opening Act 2 goes up to the stage as soon as possible after intermission starts. This can be a crazy time because a lot of students are in both fight scene and opening Act 2.
   - Under no circumstances should a student get into their opening act 2 costume until their fight scene costume is put away properly.

d. **Chinese Sticks:**
   - Start getting into costume when Opening Act 2 goes up to the stage.
   - Sticks should go up to the stage at the end of Opening Act 2 (except in minishows they go up to the stage during Opening Act 2).

e. **Gypsies:**
   - Start getting dressed after Chinese sticks go up to the stage.
   - Some gypsies are also in Opening Act 2, so they can get dressed when they come back to the dressing room after Opening Act 2 is over.
   - Gypsies go up to the stage after Chinese Sticks are done.

f. **Finale:** The Student Coordinators will call students for finale via walkie talkie.

(4) **Costumes:** Students may NOT touch the costumes. The Wardrobe Coordinator or wardrobe helpers will ensure all costumes are organized and ready for the show. Each costume hanger is labeled with the student and the cast, plus each costume should be labeled on the inside. When it is time for the students to change, you will hand them their costume. As soon as they are dressed, they should hand you back the hanger. When they are ready to get out of costume, they should hand it to you so you can put it back on the hanger and back on the rack. There should NEVER be any costumes lying on the ground.
(5) **Walkie-talkies:** Student Coordinators each have a walkie talkie and will distribute any extra walkie-talkies to the Sign-In Monitor and kid wranglers.

**Nutcracker order of the show:**

45 minutes before show time: Party scene starts getting into costume
(parties, party boys, Louise, grandkids, Fritz)

15 minutes before show time: Party scene goes up to the stage.

00 minutes: Overture starts

03 minutes: Party scene starts

20 minutes: Fight scene (cookies, mice, rats, soldiers) goes up to the stage

28 minutes: Party scene ends / Fight scene starts
[quick changes from party scene to fight scene occur backstage]
[party scene students go back to the dressing room if not in fight scene]

37 minutes: Snow scene starts; Fight scene students come back to the dressing room

46 minutes: END ACT 1

46 minutes - 66 minutes: INTERMISSION
students in Opening Act 2 (princesses, fairies, pages, ladies in waiting) go up to the stage

67 minutes: OPENING ACT 2 begins (princesses, cavaliers, fairies, pages, ladies in waiting)
Chinese Sticks get into costume

75 minutes: Spanish (company) scene starts
[quick changes from Opening Act 2 to Chinese stick occur backstage]
[Opening Act 2 students go back to the dressing room if not in Chinese stick; keep costume on if in Finale]

79 minutes: Arabian (company) scene starts;
Chinese Sticks go up to the stage;
Gypsies start getting into costume

83 minutes: Chinese Sticks scene starts

85 minutes: Russian (company) scene begins;
Gypsies go up to the stage
[quick changes from Chinese Stick to gypsy occurs backstage left]
[Sticks who are not gypsies go back to the dressing room but stay in costume for Finale]
88 minutes: Shepherdesses (company) scene starts

90 minutes: Gypsies scene starts

Xx minutes: Flowers & Buds starts; Gypsies go back to the dressing room but keep costume on for Finale

Xx minutes: Grand Pas (Nutcracker prince & Clara)
The Student Coordinators will call students in FINALE via the walkie talkies to come up to the stage.

Xx minutes: FINALE (princesses/cavaliers & little sugar plum fairies (if cast in FINALE), sticks, gypsies, buds, shepherdesses)
Nutcracker order of scenes & characters in each scene

Act 1: Party Scene
Louise
Marie
Clara
Fritz
Party Boys
Party Girls
Admiral’s Daughter and Grandkids
Maid
Party Parents
Nephew
Admiral
Frau Silberhaus

Act 1: Fight Scene
Mice
Rats
Soldiers (including 1st Rifleman, drummer, bugler)
Clara
Rat Queen
Drosselmeier
Nutcracker Prince
Cookies

Act 1: Snow Scene – Company only.

Opening of Act 2
Little Sugar Plum Fairies
Princesses/Cavaliers
Pages
Ladies In Waiting
Lead Ladies In Waiting
Sugar Plum Cavaliers
Dew Drop
Clara
Nutcracker Prince
Drosselmeier

Act 2 Variations
Spanish (company only)
Arabian (company only)
Chinese Sticks
Russian (company only)
Shepherdesses (company & trainees/pre-trainees)
Gypsies plus Gypsy Boy & Gypsy Girl
Flowers/Buds (company & trainees/pre-trainees, select students by invitation)

Act 2 Grand Pas
Nutcracker Prince
Clara

Act 2 Finale – Fairies & Princesses/Cavaliers (if cast in FINALE) and Variations.
**How to use electronic volunteer signup (signupgenius.com)**

Instructions to sign up for volunteer slots:

1. Go to the link provided by the Volunteer Coordinator (will be sent to you via email).

2. Find a slot that you want to sign up for, check “Sign up” in that slot, and then at the bottom click the large red button that says “Submit and Sign Up”.

3. Fill in the required information and then click “sign up now.”

4. Questions? Contact the Volunteer Coordinator.

**Reminder:** kid wrangler slots **are assigned.** You cannot sign up for kid wrangling via the electronic signup.
**Ballet Theatre of Maryland**  
**Nutcracker –2018**  
**Wardrobe, Hair and Makeup Requirements**

All student performers will need the following items with them for every dress rehearsal and performance:

- Nude leotard (no clear/plastic straps).
- Pink seamed tights-- Body Wrappers style C45 (child) or A45 (adult) in **theatrical pink**. Two pairs are provided by BTM (which are to be worn ONLY at dress rehearsals and performances). We recommend you purchase additional pairs just in case. All female dancers must wear pink seamed tights. All male dancers should wear white tights unless instructed otherwise.  
  **PLEASE NOTE:** NO underwear is to be worn under tights!!!  
- Multiple roles require multiple pairs of shoes. Students must have enough shoes to cover each role. For example, students who are in more than one role that requires black shoes (e.g., party boy and stick) must provide **two** pairs of black shoes. The Student Coordinators or Wardrobe Coordinator will let you know as soon as possible how many pairs of shoes you will need. All shoes worn for dress rehearsals and performances must be new or close to new.  
- Shoes may not be shared between student performers, including siblings.  
- Oversized zip front or button down shirt, hoodie, fleece, or bathrobe for wearing over costume backstage (nothing should be pulled over the head).  
- Sufficient number of hair bands, hairnets (matching hair color), bobby pins or hairpins (for thick hair), hair gel, hair spray, make-up mirror, and make-up remover wipes (NOT diaper wipes).  
- Students should have a black leotard with them at ALL TIMES. It should be worn over the nude leotard for warm-up classes (BTM-level Intermediate 2 and above) and for rehearsal after mini-shows (all students), and any other time a student may be called to the stage for rehearsal.  
- Absolutely no blue eyeshadow. Younger students do not need foundation.

**Specific requirements for each role:**

*Party Boys:*

*Costume:*
& Grandson

Black ballet slippers with pink elastics

Hair/Makeup:
Low bun
Earth tone makeup

Party Girls/:

Louise

Admirals’s

Granddaughter

Costume:
Pink ballet slippers (and pointe shoes if you will be dancing in them) with pink elastics (and ribbons for pointe shoes)

Hair/Makeup:
Half up/half down, curled in ringlets (with curlers)
Standard stage makeup

Mice:

Costume:
Gray ballet slippers with gray elastics

Hair/Makeup:
Hair in bun
Black eyeliner nose with 3 whiskers each side
White eyeliner highlight under each whisker

Note: All mice must have a black and a white eyeliner pencil (no liquid) and a travel sized package of facial wipes in a gallon sized Ziploc bag labeled with student’s name and cast.

Rats:

Costume:
Gray ballet slippers with gray elastics
Pointe shoes for officers
Thin black knee highs

Soldiers:

Costume:
Black ballet slippers with pink elastics

Hair/Makeup:
Low bun (except special soldiers, then bun on top of head)
No blush on cheeks (felt cheeks provided by BTM)
Dark pink/red lips

Cookies:

Costume:
Black leotard
Pink ballet slippers with pink elastics

Hair/Makeup:
Med/low bun
Pink Blush, light pink lips, soft brown eyes
Fairies:

Costume:
Pink ballet slippers with pink elastics

Hair/Makeup:
High bun
Dark pink lips, pink blush, pastel eyes (no blue!)

Princesses:

Costume:
Pink ballet slippers with pink elastics

Hair/Makeup:
High bun
Dark pink lips, pink blush, pastel eyes (no blue!)

Pages:

Costume:
Pink ballet slippers with pink elastics

Hair/Makeup:
Low bun
Standard stage makeup

Ladies-in-Waiting:

Costume:
Pink pointe shoes with pink elastics and ribbon

Hair/Makeup:
High bun
Standard stage makeup

Chinese Sticks:

Girls: Black ballet slippers with pink elastics
Boys: Black ballet slippers with WHITE elastics

Hair/Makeup:
Med bun
Black eyeliner under eyes and on eyebrows to extend eyes

Note: All Chinese sticks must have a black eyeliner pencil (no liquid) and a travel sized package of facial wipes in a gallon sized Ziploc bag labeled with student’s name and cast.

Gypsy Girls:

Costume:
Pink ballet slippers with pink elastics

Hair/Makeup:
Med bun
Dark pink lips, soft brown eyes (eyeliner ok), pink blush
**Gypsy Boy:**  
**Costume:**  
Black ballet slippers with pink elastics

**Hair/Makeup:**  
Low bun  
Earth tone makeup

**LABEL EACH PIECE OF MAKEUP WITH STUDENT’S NAME**

**LABEL COSMETIC CASES**

**QUICK CHANGES:**

After casting is finalized in early November, the Student Coordinators will determine any quick changes. Student quick changes can include:

- Act 1:
  - Party scene (i.e., Party boy/girl, Louise, or Admiral’s granddaughter/son) to fight scene (mice/rats/soldiers/cookies)

- Act 2:
  - Fairy/princess/lady-in-waiting/page to Chinese stick  
  - Chinese stick to gypsy

Company members, apprentices, or trainees/pre-trainees will be assigned to help student performers with quick changes.

Quick changes are done backstage or in the stairwell area backstage (MD Hall) as there is no time to return to the dressing room.
HOW TO MAKE A BALLET BUN

Materials
-Spray bottle or glass filled with water
-Hairspray
-Hair Gel
-Hairpins (These are “U” shaped with plastic tips. You can find them in the hair care aisle of a drugstore, hair care store, or the dance store)
-Bobby pins
-Elastic hair band (NO SCRUNCHIES)
-Comb & Brush
-Hair net (Fine net with elastic edges, same color as hair. Available at drugstores or at the dance store)

Procedure
1) To start process, brush hair to remove tangles. Then, lightly spray your hands and the hair with water (or dampen with a comb dunked in water). This will give you better control over the hair. It is better NOT to have freshly washed hair for this. Gather the hair and pull it back. Apply a little hair gel to the hair all the way around the hairline. If your child has light bangs, they can be blended in now with water and gel. If your child has heavy bangs, leave them alone for now, they will be pinned straight back after the bun is complete.

2) Use a hairbrush (one with plastic bristles is recommended for thick or curly hair) to smooth out rough or uneven areas. Form a ponytail by brushing the hair up from the jaw line to the top part of the back of the head (ponytail should be at the crown of the head making a sharp diagonal from the cheekbone). This will form a high bun. Continue to smooth hair with a comb and/or a smoothing comb, if necessary.

3) Use an elastic hair band to secure the ponytail. A tidy ponytail with hair drawn snugly back is the key to making a good bun. You may need to comb again to smooth the hair once the ponytail is secure.

4) Apply more water or gel to the ponytail to keep the hair neat, and twist the ponytail. To make the hair more manageable, you may want to divide the hair into two sections.

5) Coil the ponytail into a tight, flat circle. For two sections, the sections should be coiled in opposite directions.

6) Use “U” shaped hairpins all around the coil to secure it to the rest of the hair (for two sections, you should pin one section first before coiling the second section, repositioning hairpins as needed). Slide each pin into the coil and toward the hairline; then reverse the pin to secure the hair into the base of the bun.

7) Wrap a fine hair net around the bun. Keep twisting and wrapping so that the hair net tightly secures to the bun.

8) Use a few more hairpins and/or bobby pins to secure the hairnet over the bun. If you end up with a bun that protrudes too much (a doorknob bun) you may want to remove and reposition some hairpins until the bun is flat. A flatter bun creates a cleaner line and is preferred.

9) For extra hold, when the bun and hair are all secure, use hairspray. Use bobby pins to secure any stray hairs (even the finest hair will catch the stage lights and distract the
audience). If your child has bangs, dampen them slightly, comb STRAIGHT BACK (no parts allowed) and secure with bobby pins. Spray the whole head again with hairspray for extra hold.

Ballet Hair No-No’s
-No thick hairnets or bun covers that do not match the hair color
-No shiny barrettes (if you must use a barrette, it must be small, matte and perfectly matching the hair color)
-No stray hair, “wispies” or bangs
-No brightly colored hair elastics (elastic should match the hair color)

REMEMBER TO PACK EXTRA ELASTICS, HAIR PINS, BOBBY PINS, HAIR NETS, GET AND HAIR SPRAY FOR TOUCH UPS AND FOR HEAD PIECES.
Chinese Stick Eyes