

NMM



2024-2025 SEASON
HANDBOOK

Important Dates

Sun. September 1, 2024 - Sat. September 14, 2024	Pointe shoe fittings/order for eligible dancers (more details below on the New Mexico Dancewear page). Sign up online at www.nmdancewear.com for appointments. See list online for who is eligible for the shoe stipend.
Sun. September 8, 2024 and Sun. September 15, 2024	Costume fittings for all cast members. MANDATORY.
Sun. September 22, 2024	Hair and makeup class Mice and rat shoe fitting
Sun. October 20, 2024	Pledge money due (Nutcracker) Volunteer sign-ups
Fri. November 22, 2024 Sun. November 24, 2024	Dress rehearsals at the studio. Full hair, make-up, and costumes for all dancers.
Mon. November 25, 2024 – Fri. November 29, 2024	Tech week at Popejoy Hall (Thanksgiving Day, November 28, OFF). MANDATORY for all performers.

Nutcracker Performance Schedule

* DOUBLE CASTING performance assignments will be communicated by the first week of October. There are no differences between Red or Green casts; both casts are equal, and all members are chosen for their technical and artistic abilities.

** UNDERSTUDY casting applies to both casts, and understudies are expected to be present for all rehearsals and performances.

Performances

- First Weekend (Red Cast):
 - Saturday, November 30, 2024 @ 7:00 pm
 - Sunday, December 1, 2024 @ 2:00 pm
- School Time Shows (2) (Red & Green Cast):
 - Tuesday, December 3, 2024 @ 10:15 am AND 12:15 pm (modified lengths)
 - *12:15 pm is a sensory-friendly show
- Second Weekend (Green Cast):
 - Saturday, December 7, 2024 @ 2:00 pm
 - Saturday, December 7, 2024 @ 7:00 pm
 - Sunday, December 8, 2024 @ 2:00 pm

Rehearsal Schedules

All rehearsal and costume fitting schedules will be emailed and posted on the NMBC website: www.newmexicoballetcompany.com.

Ultimately, it is your responsibility to know your schedule and check frequently for changes.

Rehearsal schedules are subject to change anytime due to dancer illness/injury, casting changes, emergencies, etc. We will email and post the most current schedule with as much notice as possible. However, please check the website and/or your email before each rehearsal and follow the most recently emailed version of the schedule.

Schedule changes will also be posted in the studio. Visit the front desk to double-check for changes and to look for opportunities to volunteer.

Visit the Backstage Login section of the website. On the bottom of our homepage is a quick link titled “**Backstage Login**.” This is where the schedule and all other important documents are located and updated weekly.

The 2024 backstage login password is: granny

Contact Information

NMBC website – www.newmexicoballetcompany.com

Email – You will receive weekly updates to the email addresses you included on the audition application. You can add as many email addresses as you would like to ensure all family members receive notifications.

Phone – **505-292-4245** (*NMBC Company number*) Please call or text this number if your dancer will be late or will miss a rehearsal at the studio, and for all other performance-related questions. Leave a detailed message when your dancer is ill or will be late. Please speak slowly and repeat the phone numbers where you can be reached twice. You can also text your message. Thank you for your cooperation. When we are at Popejoy Hall, use this Company phone number for emergencies during rehearsals and shows. This is the best method for reaching the appropriate staff, dancers, etc.

Read the section about missed rehearsals in the Rules and Regulations Document

NMBC Facebook & Instagram

Follow NMBC on Facebook and Instagram where we will post important updates about performances and events, share background scenes, and more. Like and share with your family and friends.

Facebook: New Mexico Ballet Company
New Mexico Ballet Company School

Instagram: @nmballetcompany
@nmballetschool

Fundraising

There is a mandatory obligation for NMBC's younger dancers to raise a minimum amount of \$150 per production. All participants aged 8 through high school **MUST** contribute to these fundraising efforts in order to perform.

Pledge. Dancers who are high school age and younger may earn the \$150 minimum totally through pledges from family, friends, and businesses. Money raised through the Pledge is due by October 20, 2024, for The Nutcracker. **Failure to turn in Pledge money will result in a dancer's ineligibility to perform.**

Costume Fittings

Scheduled costume fittings are mandatory for all performers. It is incredibly difficult to fit costumes and plan alterations when cast members are missing. Understudies do need to attend fittings but may not always be assigned their own costume.

Dancers who miss a fitting because of an unexcused absence will be charged \$10, cash only, due at their next scheduled rehearsal.

Please come prepared! Female dancers should wear a leotard and pink tights. Male dancers should wear black tights, a tight/fitted shirt, and a dance belt.

Costume and Hair Requirements

Individual dancer needs are listed below according to cast parts. If you have questions, please ask the Company Manager, Artistic Director, or Costumer.

For Theater Tech Week and Performances: Bring your nude leotard (or other necessary performance undergarments), extra pairs of clean tights, and the necessary shoes in good performance condition. No holes, stains, or colors that would be visible to the audience. Pointe shoe ribbons and elastics must be securely sewn – absolutely NO safety pins! If you are in multiple roles, you only need one nude leotard but might need different shoes and several pairs of tights.

Reminders:

- Always arrive dressed for rehearsals and the theater. Wear a coverup over dancewear.
- Bring your own makeup and hair products (see Makeup list). DO NOT share makeup!
- Label everything and bring a bag to carry all of your items.
- Include emergency phone numbers in your bag.
- Practice good hygiene to help protect our costumes. Teen and adult dancers, please wear deodorant under costumes, when partnering, etc.
- What to leave at home: Any makeup not on the list (including sparkles and nail polish); sticky food, candy, and gum; colored beverages and coffee; valuables like electronics and headphones.

Female Nutcracker Roles

Hair Style Requirements (unless noted differently below):

High Classical Bun (in line with chin and ears, no part): Company members, Party Girls, Ballerina Doll, Snowflakes, Angels, Flowers & Florets, all Variations (Chocolate, Caramel, Tea, Meringue, Cinnamon, Bonbon)

Mid-level Classical Bun (straight back in line with eyes and ears in the middle of the head, no part): Soldiers, Rats, Mice

Low bun (at nape of neck, no part): Maid and Governess

Half-up & Half-down with ringlets: Clara

1800s-style Updo: Party Women

** No colored hair other than natural colors (i.e. no blue, green, pink, etc.). Do not make any drastic changes to your hair after auditions without prior approval from the Artistic Director! **

General Undergarment & Shoe Requirements:

All items can be purchased at New Mexico Dancewear in Albuquerque. If anything is out of stock or on backorder, NMDW will try to offer a comparable alternative, or you can shop online with dancewear distributors such as Discount Dance Supply.

Once you receive your casting, check the charts below for ALL roles and understudy assignments for undergarment, shoe, and hair requirements. For uniformity in a professional production, all performers must use the brands and style numbers below for nude leotards, tights, and shoes for all performances, unless otherwise approved by the Artistic Director.

Nude leotard: *Dux 8A* (adult & child sizes)

Nude elastic straps only. NO clear plastic straps.

Pink tights: *So Dança TS96* (adult) or *So Dança TS95* (child)

Pink professional convertible tights with back seams. No holes or stains.

Pink ballet slippers: *Eurotard A2004* (adult & child sizes)

Split-sole leather ballet slippers, new or like new, no holes or stains.

Elastic must be sewn in an X with drawstrings tied, trimmed, and tucked in.

Black ballet slippers: *Dux 1A Black*

Black character shoes: Any solid black character shoe, 2-inch height maximum

Female Role Costume Requirements based on Casting:

ACT 1 ROLES	Undergarments	Shoes	Hair
Clara	Nude leotard, pink tights	Pink ballet slippers or pointe shoes (if requested by AD)	Half-up & half-down in ringlets
Party Girls	Nude leotard, pink tights	Pink ballet slippers	High classical bun w/ ringlets (supplied by NMBC). NMBC will collect money from each dancer and order matching ringlets. Do not purchase your own ringlets!
Party Women	Nude leotard, black tights full foot (not sheer pantyhose)	Black character shoes	Victorian-style updo; Faux jewels
Maid	Nude leotard, black tights (not sheer pantyhose)	Black pointe shoes	Low classical bun – possibly high if headpiece works
Governess	Nude leotard, black tights (not sheer pantyhose)	Black character shoes	Low classical bun
Granny	Nude leotard, black tights (not sheer pantyhose)	Black character shoes	Wig (supplied by NMBC)
Ballerina Doll	Nude leotard, pink tights	Pink pointe shoes	High classical bun
Mice	Nude leotard, Grey tights (provided by NMBC) worn over pink tights.	Grey ballet slippers (provided or dyed by NMBC)	Mid-level classical bun
Rats	Nude leotard, Grey tights (provided by NMBC) worn over pink tights.	Grey ballet slippers (provided or dyed by NMBC)	Mid-level classical bun
Soldiers	Nude leotard, pink tights	Black split-sole canvas ballet slippers: <i>Dux 1A</i> Black	Mid-level classical bun
Snow Queen	Nude leotard, pink tights	Pink pointe shoes	High classical bun
Snowflakes, Snow Demis	Nude leotard, pink tights	Pink pointe shoes	High classical bun

ACT 2 ROLES	Undergarments	Shoes	Hair
Angels (Baby Angels and Archangels) <i>*also in Act 1 at end of Snow Scene*</i>	Nude leotard, pink tights	Pink ballet slippers	High classical bun
Bonbon	Nude leotard, pink tights	Pink ballet slippers	High classical bun
Chocolate	Nude leotard, pink tights	Pink pointe shoes	High classical bun
Tea	Nude leotard, pink tights	Pink pointe shoes	High classical bun
Caramel	Nude bra, nude briefs	Flesh colored ballet slippers or pointe shoes (TBD)	High classical bun
Meringue	Nude leotard, pink tights	Pink pointe shoes	High classical bun
Cinnamon	Nude leotard, pink tights	Red boots (provided by NMBC)	High classical bun
Dew Drop, Flowers	Nude leotard, pink tights	Pink pointe shoes	High classical bun
Floret	Nude leotard, pink tights	Pink ballet slippers	High classical bun
Sugar Plum	Nude leotard, pink tights	Pink pointe shoes	High classical bun

Male Nutcracker Roles

Hair Style Requirements (unless noted differently below):

- Hair should be slicked back using product (hairspray, gel, pomade) to secure hair away from the eyes.
- Male dancers with long hair should ask the Artistic Director for guidance depending on the role.
- No colored hair other than natural colors (i.e. no blue, green, pink, etc.).
- Do not cut or make any drastic changes to your hair after auditions without prior approval from the Artistic Director!

General Undergarment & Shoe Requirements:

All items can be purchased at New Mexico Dancewear in Albuquerque. If anything is out of stock or on backorder, NMDW will try to offer a comparable alternative, or you can shop online with dancewear distributors such as Discount Dance Supply.

Once you receive your casting, check the charts below for ALL roles and understudy assignments for undergarment, shoe, and hair requirements. For uniformity in a professional production, all performers must use the brands/style numbers below for undershirts, tights, and shoes for all performances, unless otherwise approved by the Artistic Director.

Undershirt: Tightly fitted white short-sleeved shirt. No visible logos or writing.

Dance belt: Required for all male dancers performing in tights and/or in Act 2 variations. Not required for Party Boys or Party Dads.

Black tights: *Capezio SE1082M* Black (adults & child sizes)

OR any Black footed or convertible men's tights. No holes or stains.

Black ballet slippers: *Dux 1A* Black

Split-sole canvas ballet slippers, new or like new, no holes or stains.

Elastic must be sewn in an X with drawstrings tied, trimmed, and tucked in.

Black jazz shoes: *So Dança SODJZ09* (lace up for party adult) or *CEJ2* (pull on) or *EUA2054* (pull on)

Male Role Costume Requirements based on Casting:

ACT 1 ROLES	Undergarments	Shoes	Hair
Fritz	White undershirt, black tights	Black ballet slippers	Ask AD: Wig (if needed, provided by NMBC), low ponytail, or slicked back
Party Boys	White undershirt, black tights	Black ballet slippers	Ask AD: Wig (if needed, provided by NMBC), low ponytail, or slicked back
Party Dads	White undershirt, tall black socks	Black character or jazz shoes (<i>So Dança SODJZ09</i>)	Slicked back or low ponytail
Butler	White undershirt, tall black socks	Black dress or jazz shoes (<i>So Dança SODJZ09</i>)	Slicked back or low ponytail
Drosselmeyer	White undershirt, black tights	Black character shoes or jazz shoes (<i>So Dança SODJZ09</i>)	Wig (provided by NMBC)
Soldier Doll	White undershirt, dance belt, black tights or white tights (check with AD)	Black or white ballet slippers and boot spats (provided by NMBC)	Slicked back
Nutcracker	White undershirt, dance belt, black tights or white tights (check with AD)	Black or white ballet slippers and boot spats (provided by NMBC)	Slicked back
Rat King	White undershirt, black tights	Black slip on jazz shoes (check NMBC supply)	Secured under a bandana or skullcap inside Rat King headdress
Mice	White undershirt, Grey tights (provided by NMBC) worn over white or black tights	Grey ballet slippers (provided or dyed by NMBC)	Slicked back or mid-level bun
Rats	White undershirt, Grey tights (provided by NMBC) worn over black tights.	Grey ballet slippers (provided or dyed by NMBC)	Slicked back or mid-level bun

Soldiers	White undershirt, white tights	Black split-sole canvas ballet slippers: <i>Dux 1A</i> Black	Slicked back or mid-level bun
Snow King	White undershirt, white tights	White split-sole ballet slippers	Slicked back
ACT 2 ROLES	Undergarments	Shoes	Hair
Chocolate	Black fitted shirt, black fitted pants, black socks	Black ballet slippers, possibly black ballet jazz shoes Black Flamenco shoes for Flamenco dancers	Slicked back
Caramel	Black or skin-toned briefs, dance belt; no visible writing, logos, or colors	Flesh colored split-sole ballet slippers	Slicked back
Cinnamon	White undershirt, black tights, dance belt	Black boots or spats (provided by NMBC); black jazz shoes or ballet slippers if using spats	Slicked back
Mother Ginger	White undershirt, athletic pants	Black tennis shoes or jazz shoes	Wig (provided by NMBC)

Stage Makeup Requirements

“Stage makeup” is required to reach a uniform desired aesthetic for professional productions. Stage makeup is required only for dress rehearsals and performances. Dancers should apply makeup for dress rehearsals and performances at home, but should always bring all makeup and hair supply items with them to the studio and theater for touch-ups.

- All items listed can be found at Walgreens, Walmart, Target, Ulta, or most drug stores. The first item listed below for blush and lipstick is the recommended purchase and others are acceptable alternatives.
- Store stage makeup and hair supplies a sturdy case or cosmetic bag and LABEL IT!
- Dispose of moist makeup (liquid eyeliner, mascara, lipstick) that you have not used in the last six months.
- Dispose of foundation or solid cake makeup if it is more than two years old.
- Do not bring or use liquid makeup remover. To protect our costumes, only makeup remover wipes may be used.
- Do not share makeup, brushes, or combs! This is unhygienic and can spread infections, head lice, etc. Bring what *you* need and double-check your supply before dress rehearsals and performances.
- Glittery, shiny, and/or glossy makeup is prohibited unless approved by the Artistic Director.

Makeup Requirements for Female Roles

Great tutorial on YouTube for female roles:

<https://www.youtube.com/watch?v=l3wnSeSehWs>

**** No barrettes of any kind! No glitter or sparkles! No nail polish! No jewelry! ****

Step 1: Apply your Base / Foundation

Apply to the entire face and neck; blend well. Use concealer for blemishes as needed.

- Cream foundation is preferred over liquid to prevent spills and stains – choose a color to match skin tone

Step 2: Apply Powder

- Any Loose Powder – choose a color to match to skin tone or use translucent powder
- Not too pink and no shimmer or glitter

Step 3: Apply Blush

Apply along the line of the cheekbones angling toward the ear for the best definition. Do not apply just on the apples of the cheek.

- MAC Mineralize Blush “Happy Go Rosy”
- Cover Girl Cheekers “Classic Pink”
- L’Oreal Infallible Fresh Wear Blush “Fearless Coral”

Step 4: Eyeshadow

Apply cream/white tones to the lids and under the brows for definition. Apply medium/dark brown tones to the creases. Matte shades only, no shimmer/glitter.

Step 4.5: False Eyelashes **for select roles**

Any brand achieving a natural look, no glitter or colors.

** ONLY needed for Company Dancers, Party Adults, Clara, Dolls, Snow, Chocolate, Caramel, Tea, Meringue, Cinnamon, Flowers, Florets, Sugar Plum, Mother Ginger*

Step 5: Eyeliner

Apply along top lid extending out to create a “wing.” Apply halfway along bottom lid extending the line slightly past the outside edge of the eye. Fill in with white shadow or pencil between top and bottom wing lines.

- Any Brand – pencil or liquid – Black

Step 6: Mascara

Apply to top and bottom lashes.

- Any Brand – Black

Step 7: Lipstick & Lip Liner – *Depends on role:*

- **Red** for Company Dancers, Adults, Dolls, Soldiers, Archangels, Snow, Chocolate, Caramel, Tea, Meringue, Cinnamon, Flowers, Florets, Sugar Plum, Mother Ginger
 - MAC MACximal Silky Matte Lipstick “Russian Red”
 - Revlon Super Lustrous Crème Lipstick “Super Red”
 - Milani Color Statement Lipstick “Red Label”
- **Pink** for Clara, Party Girls, Baby Angels, Bonbons
 - MAC MACximal Silky Matte Lipstick “Get the Hint”
 - Milani Color Fetish Matte Lipstick “Peony”
- **Neutral** for Party Boys
 - MAC MACximal Silky Matte Lipstick “Warm Teddy”
 - Rimmel “Nude Delight”
- **No lipstick** for Mice or Rats
- Lip Liner is optional and should match your natural lip color or the color of your lipstick.

Additional Supplies

Carrying case or cosmetic bag - LABEL IT with your name!

Makeup Sponges & Q-Tips

Makeup brushes or other applicators

Makeup Remover – wipes only! No liquid.

Hair product & supplies:

Hair Gel, Hair Spray

Brush and Comb

Hair Nets – you will need several, must match your hair color – MANDATORY

Bobby pins & sturdy hairpins matching your hair color

Hair ties matching your hair color

*** No barrettes of any kind! No glitter or sparkles! No nail polish! No jewelry! ***

Makeup Requirements for Male Roles

Great tutorial on YouTube for male performers:

<https://www.youtube.com/watch?v=MqbHpl3C6qo>

Step 1: Apply your Base / Foundation

Apply to the entire face and neck; blend well. Use concealer for blemishes as needed.

- Cream foundation is preferred over liquid to prevent spills and stains – choose a color to match skin tone

Step 2: Apply Powder

- Any Loose Powder – choose a color to match to skin tone or use translucent powder
- Not too pink and no shimmer or glitter

Step 3: Apply Blush

Apply along the line of the cheekbones angling toward the ear for the best definition. Do not apply just on the apples of the cheek.

- MAC Mineralize Blush “Melba”
- Cover Girl Cheekers “Soft Sable”

Step 4: Eyeshadow

Apply cream/white tones to the lids and under the brows for definition. Apply medium/dark brown tones to the creases. Matte shades only, no shimmer/glitter.

Step 5: Eyeliner

Apply along top lid extending slightly past the outside corner of the eye. Apply halfway along bottom lid extending the line slightly past the outside edge of the eye. Fill in with white shadow or pencil between top and bottom wing lines.

- Any Brand – pencil or liquid – Black

Step 7: Lipstick & Lip Liner – Depends on role:

- **Red** for Mother Ginger
 - MAC MACximal Silky Matte Lipstick “Russian Red”
 - Revlon Super Lustrous Crème Lipstick “Super Red”
 - Milani Color Statement Lipstick “Red Label”
- **Neutral** for Nutcracker, Party Boys, Party Dads, Butler, Chocolate, Caramel, Cinnamon
 - MAC MACximal Silky Matte Lipstick “Warm Teddy”
 - Rimmel “Nude Delight”
- **No lipstick** for Mice, Rats, Rat King
- Lip Liner is optional and should match your natural lip color or the color of your lipstick.

Additional Supplies

Carrying case or cosmetic bag - LABEL IT with your name!

Makeup Sponges & Q-Tips

Makeup brushes or other applicators

Makeup Remover – wipes only! No liquid.

Hair Needs: Hair Gel, Hair Spray, Brush and Comb

Rehearsal Expectations

1. Be on time, warmed up, and ready to dance at the start of rehearsal. Dancers **MUST** be wearing proper dance attire and shoes with hair in a bun. No street clothes or ponytails, except for Party Scene adults.
2. Do not talk in rehearsal except to ask choreography or production-related questions. Many scenes include large groups of dancers and volume in the studio adds up. Talking is also disruptive to the learning experience and is disrespectful.
3. If you miss a rehearsal, it is your responsibility to catch up on missed material before your next rehearsal. Dancers who do not know their assigned choreography, whether they attended rehearsal or not, may be removed from sections of choreography or a role entirely at the discretion of the Artistic staff. Rehearsal videos may be made available for dancers to review, however, learning by video is not a substitute for attending and physically participating in rehearsals, and dancers should not count on this resource for their success.
4. Nude leotards are meant to be used only as an undergarment underneath costumes. Do not wear only a nude leotard to any rehearsals in the studio or theater. Wear a black or colored leotard and tights for all rehearsals, as we often have photographers present for social media and promotion needs. No street clothes!
5. Show respect at all times to NMBC artistic staff, instructors, rehearsal coaches, company dancers, and volunteers. Disrespectful behavior will not be tolerated, and dancers who do not improve their poor behavior after the first warning may be removed from participating in the current and future productions at the discretion of NMBC artistic staff.
6. Photography/videography by participants is prohibited during rehearsals, except when approved by the Artistic Director, social media staff, or a rehearsal coach for learning purposes, and in the dressing rooms. **DO NOT** post videos or photos of rehearsals, choreography, costumes, or other production-related elements on social media platforms without prior approval from the Artistic Director. If NMBC learns of posted material without permission given, you will be asked to remove it immediately. Respect the privacy of other participants and never post content including others without their permission.
7. Review and consult the NMBC Rules and Regulations document for further policies and expectations.

Studio Rules

1. Treat the NMBC facility with respect. Please follow the rules below.
2. Dancers may only have water in the studio. All water bottles need to be labeled with the dancer's name. No soda, sport drinks, or coffee drinks are allowed. Parents, you may be asked to take your drinks outside.
3. All food brought in must be in sealed containers and stored in the kitchen area only (not in bags, studios, or dressing rooms). No gum in any part of the studio. Food can only be eaten in the lobby or hallways.
4. Trash from food and drinks may **ONLY** be disposed of in the kitchen trash container or the lobby trash container. Never put trash in the cans in the dressing rooms or studios. Any issues with food, drinks, or trash may result in the loss of dressing room privileges.
5. All rehearsals are closed and parents are not permitted to watch from the hallways or studio. Parents may wait quietly in the front lobby. No guests may be brought to

rehearsals. Siblings must be quiet and respectful. No one is allowed in the rehearsal studios unless invited.

6. **ALL cell phones**, including parents', must be **silenced** during rehearsals. If a parent needs to make a phone call, please step outside. **Dancers are never to use their phones during rehearsal** unless it is an emergency and with permission from a staff member, rehearsal coach, or volunteer in charge.
7. The hallways are Quiet Zones during rehearsals and may be used to rest or study. Dancers may use the lobby and dressing room to socialize and avoid disrupting rehearsals.
8. Every dancer must **check in immediately upon arrival** at the front desk and check out when leaving. All dancers under 18 years of age must demonstrate they are leaving with a parent. Dancers are not allowed to go to cars in the parking lot alone. Parents, please park and come in to pick up your dancer. If a parent is not picking up their dancer or they are carpooling, please provide us with written notice of who will be picking up said dancer. We do not allow any underage dancer to drive with another underage dancer without a note from **both** parents. We understand the need to carpool, but our first priority is your dancer's safety.
9. Please leave all valuables at home, and never leave valuable items in a parked car.
10. Dancers will be asked to help clean the studio. Every dancer is required to help when asked, regardless of age or role. When a staff member or volunteer asks you to help, please do so immediately and with a good attitude.
11. Food and water breaks will be given to dancers during long days of rehearsals. Dancers must bring their own food. Food must be consumed in the lobby area or outside. Any food or containers left around the studio or in the refrigerators on Sunday may be thrown away. Be sure to check around you for items you may have forgotten. The lost and found is near the front desk and Studio N.
12. Do not make changes to the control units for heating and cooling.
13. Do not touch the mirrors, hang on the barres, or use rosin on the Marley flooring unless provided by NMBC.
14. Do not leave from any other door than the front door.
15. Please park in the marked parking spots. Do not park in the fire lane in front of the studio. Handicap parking spaces are only for those with a permit.
16. No one is allowed in empty studios without permission. They are not play areas. Dancers, if you feel you need to use one to rehearse, please ask permission.
17. Report any problems to a staff member or volunteer immediately.

General Theatre Rules

1. Please be on time for your call. "Call" is the time you are expected to arrive at the theater. Dancer **MUST** be warmed up and prepared, wearing proper rehearsal attire with hair in a bun, for rehearsal start time.
2. Each dancer must sign in and out at the loading dock. Dancers may only leave from the loading dock. They may not exit through the theater or the green room for any reason.
3. Dancers under the age of 18 years must be picked up at the loading dock by a parent. If someone other than a parent is picking up your dancer or if you are carpooling, please provide security with a written note stating who will pick up your dancer, the dates the note applies to with that person's number, and a phone number where a parent can be reached. If the parent is out of town it is good to have the number of the person who is picking them up. Especially if they get lost or forget to pick up the dancer.

4. Dancers will be assigned a dressing room and are responsible for keeping their area clean and tidy. Dancers may NOT move to another dressing room without permission from the Company Manager. Dancers who move to another dressing room without permission will be reassigned to the younger dancers' dressing room, or to the green room with NMBC staff, for the duration of the production.
5. Leave valuables at home, such as headphones and other electronic devices. Do not wear or use headphones – this could cause you to miss important instructions, your entrance call to perform, notice of an emergency, etc.
6. Dancer guests are not permitted backstage for any reason or any time.
7. **No photos or video may be taken in the backstage area** of the theater without permission **or at any time from the audience during rehearsals or performances.** This includes photos/video captured with your cell phone.
8. Parents and family are not allowed backstage for any reason without permission. Only approved volunteers are allowed backstage and in the theater. All Tech and Dress rehearsals are closed, except upon prior permission given by NMBC Artistic staff.
9. Older dancers will be allowed to leave when their costumes and accessories are in place and their area is clean. If she/he leaves before they are dismissed, they may lose their place in the dressing room and be moved to the younger dancers' dressing room.
10. Younger dancers will be escorted as a group to the loading dock when their dressing room is clean. Please do not ask a security volunteer to go get your dancer. They will be dismissed when everything is clean.
11. Popejoy is not our property and we must treat it with high respect. **DO NOT TOUCH** anything backstage (wings, scenery, electrical equipment, fly system, props that are not in use, etc.). For safety and liability purposes, all dancers are required to keep a distance from backstage hazards that the tech staff and crew instruct them on during tech week.
12. Respect and follow all directions given by backstage crew members, including the Stage Manager, tech crew, props manager, and any other staff or crew member associated with Popejoy. Disrespectful attitude or behavior, back-talking, and blatant disregard to direct instructions will not be tolerated.
13. Dancers are only allowed backstage in preparation for entering stage for their role. They are not allowed to “hang out” and watch during rehearsals or performances. Backstage is a quiet zone and only a byway of entering/exiting the stage.

Popejoy Hall

Popejoy Hall on the UNM campus is our traditional theater for Nutcracker. We have returned year after year, they know us, and we know what to expect. During Nutcracker, both NMBC and the New Mexico Philharmonic will be at the theater. Remember that we share the space with them as well as with the university, their staff, and students. Please review the rules with your dancer so they are safe and have a positive experience.

Popejoy Hall is located at the south side of the main UNM campus off of Central Avenue. Dancers are to be dropped off and picked up at the loading dock on the south side of the theater. Parking is available for a fee on campus in the parking structure, metered spots, or paid lots. Look for lots labeled for visitor parking or event parking. You may also have to park off campus or on side streets adjacent to UNM. Please be aware of your surroundings.

We ask dancers who drive themselves to consider carpooling to ensure their safety. Dancers under 18 years old must be signed in and out by a parent at the loading dock. We ask all young dancers who drive themselves to wait to be escorted by an adult volunteer to their car.

Remind your dancer to never enter the orchestra pit or handle or touch any items belonging to the orchestra or Popejoy. Unless using the area for quick changes or crossing from stage left to stage right, there is no reason for a dancer to be under the Popejoy stage. We ask that younger dancers assigned to downstairs dressing rooms remain in their dressing rooms, and that older dancers with dressing rooms on the first and second floor stay near their dressing rooms and do not go downstairs to the younger dancers without permission.

Never walk across the stage to get from one side to the other unless directed to do so. For crossovers during load in, rehearsals, performances, and strike, use the stairs and cross beneath the stage.

New Mexico Dancewear

New Mexico Dancewear (NMD) offers a 15% discount from September 1 - September 14, 2024, to the cast members and company members on all items listed in this Handbook. After September 14, you will be able to use the NMBC discount of 10%.

Pointe Shoe Stipend Dancers: During this discount period (September 1 to September 14, 2024) all pointe shoes will be 25% off. If you received a stipend from NMBC, you will be able to apply this stipend to your pointe shoe purchase. To see if you are eligible for a stipend, please check the list on the NMBC website. After those dates, pointe shoes are regularly 20% off. You **MUST** use your stipend by September 14, 2024. If you wear a pointe shoe model that NMD does not carry but that is made by a vendor they do carry, they can order it for you once you provide all the information. All special shoe orders are pre-paid and there are no returns or exchanges on these orders. NM Dancewear offers a Reorder Program to eligible company members. This program allows you to order the number of shoes you feel you may need for the show and pick them up as needed, rather than paying for them all at once. The shoes ordered will be kept on hold for you. All shoes ordered must be picked up and paid for by the closing of the show.

If you are 15 and under, please make an appointment on the NMD website (nmdancewear.com) to be fitted as soon as possible. If you are 16 and older and know your shoe and the size, then you may call, email or text in your order. Please note: all brands are still experiencing long backorder times due to material shortages. It is absolutely necessary you order now, as some are a minimum of 6-8 weeks on back order if the shoe is not in stock. Do not take it for granted that they will have your shoe in stock. Please make an appointment at nmdancewear.com. This is a very busy time of year for fittings and walk-ins are absolutely not accepted. Please bring your old shoes and accessories to the fitting.

The September dates are absolutely firm. This is a huge discount, for a limited time, to make sure you have all your needs at the time of rehearsal. To be given the discount, please tell NMD that you are with NMBC at the time of the purchase.

Contact NM Dancewear with any questions.

Call: 505-292-2747

Text: 505-252-6822

Email: info@nmdancewear.com

Costume Committee

The Costume Committee maintains the numerous costumes that are used in the NMBC productions. Maintaining the costumes consists of costume construction, alterations, steaming, ironing, cleaning, and storage.

- Costume construction begins and continues all year round. Volunteers can help the Costumer with building new costumes for upcoming productions.
- Alterations are made to costumes that require both hand sewing and machine sewing.
- Embellishments are added and removed from costumes to fit with the choreographer's vision of the production. Volunteers are needed to help add and/or remove embellishments as well as alter costumes to fit each dancer. Hand-sewing is done at the studio during rehearsal time.
- Steaming and/or ironing all the costumes takes place when the production moves into the theater. Some steaming can start at the studio during rehearsals. Getting costumes "stage ready" for both dress rehearsal and shows is important and takes a team of volunteers.
- Cleaning and storage of costumes is done after the final show. Volunteers are needed to help hand-wash and machine wash costumes for proper storage.

Being part of the Costume Committee is a great way to get involved while at the studio and theater. Please let us know if you can help with any of the tasks listed above.

Dancer Care Committee

Duties of the dancer care committee will include supplying the dancers with nutritional snacks during long rehearsals and between shows. During rehearsals, members are needed to help set up food and clean up afterwards. Ensuring they have enough appropriate food and water so they will stay healthy is another duty. We will be using the Volunteer website Sign Up Genius again. As rehearsals approach, look for healthy snack ideas via mail.

Boutique ~ Raffle ~ Committee

The Nutcracker Boutique is NMBC's best fundraiser and is basically a small shop inside the lobby of Popejoy. Before the performances, the committees put in hours of work: planning, organizing, packaging, pricing, and decorating boutique items; creating tickets, and purchasing the giant nutcracker to raffle. During performances each station needs groups of volunteers to work closely creating unique displays, decorating trees, and selling raffle tickets and items. Please consider joining a committee today! Thanks for your support!

NMBC Staff

Name	Staff Member	Email Address	Responsibilities
Interim Artistic Director	Kelly Ruggiero	ruggiero.kelly@gmail.com	Artistic lead, choreography questions, casting, company productions
Assistant School Director	Adeline Wylie	addy.nmbc@gmail.com	School classes, school schedules and curriculum
Operations Manager	Sara Bonnell	operations.nmbc@gmail.com	Issues regarding money, contracts
Company Manager	Maureen Talley	mjtcrafts@gmail.com	General questions, communications, scheduling
Marketing & Social Media	Robbie Rodriguez Claire Peoples	nmbcmarketing@gmail.com	Advertising and marketing, Nut program ad sales, online postings, notifications, and updates on social media platforms.
Rehearsal Coaches	Jacque Wharton-Moreno Vladimir Conde Reche Natalie Sedillo		Set and clean choreography, run rehearsals when assigned by the AD
Costumer	Laura Mees		Costume fittings and alterations