



Dear Cast Parent and Student,

On behalf of Nevada Ballet Theatre, welcome to the 2023 production of *The Wizard of Oz*!

To keep you informed with the most up-to-date information, make this Information Packet your first stop. Please take the time to read it thoroughly as it will answer many questions regarding commitment, schedules, the rehearsal process, emergency contacts, rules and guidelines.

We recognize that being a Cast Member in Nevada Ballet Theatre's *The Wizard of Oz* is a BIG commitment, not just for the cast member, but for the entire family. We thank you for your dedication and look forward to a rewarding experience together.

In our ongoing efforts to put the best production on the stage, we want to highlight the following important points:

- Please be aware that every rehearsal is mandatory. Any rehearsal missed seriously affects every cast member – not just the one who is absent. Please see Attendance Protocol information on page 4.
- There will be two casts in this production, and students will be given specific performance dates (and will not necessarily perform in all dates). One cast will perform at the Student Matinee on Friday, May 12th. This will require them to be absent from school. Once the cast for this date is announced, parents must submit the Permission Slip to their school. See page 7.
- A non-refundable participation fee of \$125 is due by Saturday, April 15. This fee helps cover the children's choreography setters and coordinators, costume costs, and background check fees for the volunteers who work with the children.
- The policies, rules, requirements, and regulations set forth in the ANBT Student Handbook also pertain to the cast of *The Wizard of Oz*, and in some cases stricter policies are necessary. All cast members must wear their required uniform for rehearsals. Proper etiquette in and out of the rehearsal studio is expected at all times. Please be sure to review your ANBT Student Handbook if you are unsure about the rules and policies.
- Students must be fully vaccinated against Covid-19 to be in this production. A copy of the student's vaccination card must be turned in or emailed to Hunter Pennington, *The Wizard of Oz* Children's & Volunteer Coordinator, at NBTStudentCast@nevadaballet.org no later than Friday, April 7.
- If the card has only one vaccination shot on April 7, a copy of the card must be turned in or emailed a second time, showing the second shot, no later than Friday, April 21.

All questions, concerns and communication regarding *The Wizard of Oz* production MUST be directed to Hunter Pennington, *The Wizard of Oz* Children's & Volunteer Coordinator, at **NBTStudentCast@nevadaballet.org**.

We look forward to a rewarding performance experience for our student cast members!

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The Wizard of Oz 2023 Cast Member Contract

Having been cast in Nevada Ballet Theatre’s 2023 production of *The Wizard of Oz*, I, _____ (student cast member), understand and agree to adhere to the statements, policies and procedures that follow.

As a cast member I will learn, rehearse, and perform with the professional ballet company which will give me, the committed pre-professional ballet student, an opportunity to improve my knowledge of professional behavior and protocol within the ballet studio at Nevada Ballet Theatre, on stage and backstage at The Smith Center for the Performing Arts, and in the community. All scheduled rehearsals and performances are subject to change.

Nevada Ballet Theatre’s Policies and Procedures

- All scheduled rehearsals and performances are mandatory. Cast members must commit to attending all rehearsal and performance dates and times. Emergencies or illness will be handled on a case-by-case basis.
- If any rehearsal is missed and unexcused, with the exception of family death or serious illness, the cast member will forfeit their participation in *The Wizard of Oz*.
- Casting is at the discretion of the Audition Panel. Students who audition for *The Wizard of Oz* must accept the role/s they are given. Failure to do so will jeopardize future participation in Nevada Ballet Theatre productions.
- The non-refundable participation fee of \$125 is due by Saturday, April 15. Failure to do so may result in forfeiting the right to participate.
- All Academy regulations outlined in the ANBT Student Handbook apply to *The Wizard of Oz* cast members.
- Students must be fully vaccinated against Covid-19 to be in this production. A copy of the student’s vaccination card must be turned in or emailed to *The Wizard of Oz* Children’s & Volunteer Coordinator no later than Friday, April 7.
- If a student’s vaccination card has only one vaccination shot on April 7, a copy of the card must be turned in or emailed a second time, showing the second shot, no later than Friday, April 21.
- I understand that there will be two casts of student performers. This means that my child will have specific performance dates and might not be in all performances. Also, during rehearsals, my child could have long periods when they must sit and watch instead of being on stage. This is part of a professional rehearsal process.
- I understand that it is my responsibility to check my email and read all handouts that are sent home.
- I understand that my child must be warmed up and ready to dance at the start of rehearsal.
- I understand that any sickness or injury must be immediately disclosed to the Children’s and Volunteer Coordinator.
- All schedules – rehearsal and performance – are subject to change.

Parent Signature _____ Date _____

Cast Member Signature _____ Date _____



Zero Tolerance Policy 2023

NBT has gathered a team of qualified individuals who have devoted their lives to this performing art and its process. Please be assured that each team member has you and your child's best interests at heart. With that understanding, it is important that each parent or guardian explain the following to their child.

If at any time during the rehearsal process and/or the weeks of the performances *The Wizard of Oz* team feels your child is being unruly, unable to retain information and focus, or is holding back the others in the process, we reserve the right to dismiss your child from participating. This holds true no matter how far we are into the production process.

There will be one written warning. After this, a meeting with the team can be requested by the parent/guardian if clarification is needed. A second infraction will result in the child being excused from the production.

This policy includes, but is not limited to the zero tolerance of the following:

- Acting Out
- Inappropriate or Disruptive Behavior
- Theft
- Bullying
- Inappropriate Language
- Disrespect of People or Personal Space

This applies to the student and their parents while at the NBT studios or in the theater.

I have read the above policy and explained it to my child.

Parent signature: _____ **Date** _____



Attendance Protocol

It is important for parent/guardians and cast members to understand that when a cast member misses a rehearsal or is late, material must be repeated, and time is spent catching up one person instead of learning new material or polishing material the group already learned. While the overall rehearsal period seems long, the rehearsal time itself is actually quite limited, so to accomplish our goal of a polished, professional production the following policies are necessary:

- All student performers **MUST** be on time and will be checked in by the Children and Volunteer Coordinator before every rehearsal and performance. Cast Members must be ready to dance at the start time of their rehearsal.
- In the event a student has two late arrivals, they will be removed from *The Wizard of Oz*.
- If your child is sick or has an injury, you must advise the Children’s Coordinator immediately. Absences due to mandatory academic school events must be approved and will be considered on a case-to-case basis with advanced notice by Saturday, April 8. Please contact Hunter Pennington, the Children’s and Volunteer Coordinator, at NBTStudentCast@nevadaballet.org
- Hunter Pennington, the Children’s and Volunteer Coordinator, will be communicating via email and handouts so please make sure to check with your child after every rehearsal for new information.
- **All scheduled rehearsals and performances are mandatory.**

Liability Waiver

- Nevada Ballet Theatre is not responsible for any personal injury sustained by the student in the building, on the building premises, or in the performance venue.
- Any injuries or illness must be promptly reported to *The Wizard of Oz* Children’s & Volunteer Coordinator.
- Those dancing on pointe **MUST** have had a full warm up or class prior to rehearsal. Opportunities at the theater will be made available, but students must make time at the studio to ensure their safety while dancing.
- Nevada Ballet Theatre is not responsible for the loss or theft of any personal property. All valuables should be left at home.

Acknowledgement

By signing below, I acknowledge that I have read, understand, and will comply with all Nevada Ballet Theatre’s policies and procedures.

Cast Member’s Signature _____ Date _____

By signing below, I/we acknowledge that I/we have read and explained to our child, and ourselves will comply with, all of Nevada Ballet Theatre’s policies and procedures.

Parent/Guardian Signature

Date



Playbill Credit

In the blank below, please list the EXACT way you would like your child's name to be listed in the Playbill.

Cast Member's Name to be listed in the Playbill: _____



PICK UP AUTHORIZATION, MEDICAL INFORMATION & EMERGENCY CONTACT FORM 2023

Please list ALL adults who will be authorized to pick up your child (i.e. step parents, siblings, grandparents, childcare helpers, colleagues, carpool, etc.). Adults who have your authorization and are listed on this release form will need to present a current Photo ID to the NBT Volunteer at pick-up. For safety and security there are no exceptions.

This list may be amended by emailing the Children's and Volunteer Coordinator at
NBTStudentCast@nevadaballet.org

_____	_____
Parent/Guardian Name	Phone Number
_____	_____
Parent/Guardian Name	Phone Number
_____	_____
Authorized Pick Up #1	Relationship to Student
_____	_____
Authorized Pick Up #2	Relationship to Student
_____	_____
	Phone Number

Medical Information

Please list all your child's medical conditions (i.e. serious allergies or other potentially significant issues), medications/prescriptions (i.e. asthmatic inhaler, Ritalin, Adderall, etc.) or dietary restrictions below. All information on this form will be kept strictly confidential.

My child must wear glasses while performing.

Emergency Contact

(Person to Notify in the Event Parent/Guardian is Unavailable)

_____	_____	_____
Name	Relationship	Phone Number

Parent/Guardian Signature _____

_____ Date



SCHOOL PERMISSION SLIP

Dear School Administrator and/or Teacher:

_____ is performing in

STUDENT NAME

Nevada Ballet Theatre’s upcoming production of *The Wizard of Oz* at The Smith Center for the Performing Arts. The production will be presented to area schools in a special Friday morning school performance, and it is imperative that the entire cast be available. We request that they be excused from school on the following date to perform with the Nevada Ballet Theatre company members:

Friday, May 12, 2023

We appreciate your understanding in this matter and hope you agree with us that performing with our professional company is a unique and educational experience.

PARENT NAME

PARENT SIGNATURE

DATE



Children's Rehearsal Schedule
SUBJECT TO EXTREME CHANGE

Costume fittings will be added to this schedule and emailed to parents at a later date. Students may be asked to go to Capezio to get fitted for additional costume items as well.

Sat April 8:

12p-1p Baby Ballerinas and the Guard Asst / 1p-2p Grasshoppers / 2p-3p Poppy Seeds

Tues April 11:

6:30p-8:30p Baby Ballerinas and the Guard Asst

Wed April 12:

6:30p-7:30p Grasshoppers

Thurs April 13:

6:30p-7:30p Poppy Seeds

Sun April 23:

12p-1p Baby Ballerinas and the Guard Asst / 1p-2p Grasshoppers / 2p-3p Poppy Seeds

Sun April 30:

12p-1p Baby Ballerinas and the Guard Asst / 1p-2p Grasshoppers / 2p-3p Poppy Seeds

Sat May 6:

12p-2p Baby Ballerinas and the Guard Asst / 2p-3p Grasshoppers / 3p-5p Poppy Seeds

Sun May 7:

12p-1p Baby Ballerinas and the Guard Asst / 1p-2p Grasshoppers / 2p-3p Poppy Seeds

May 9-12:

4:00p-9:00p Tech Week at TSC

Performances:

May 13-21 (10 total performances)

Do not buy tickets until you know on which dates your child is performing.

School matinee: May 12 (one cast only, in the morning)