

The Nutcracker

2011 Parent Packet





Dear Cast Member,

As the Artistic Director of *The Nutcracker*, I am excited to welcome you to our 6th annual performance! Due to the generous support of our sponsors and volunteers we have created a program for children ages 5-21 years! The performance will be held at the historic *Alex Theatre* in Glendale. To guarantee a successful show, we would like to review the following with you:



•We have a **mandatory** parent meeting on Sat, October 1st at 10:30 am. It will be held at the Little White Church (1711 Avon Ave, Burbank). The meeting will cover cast member schedules, expectations and mandatory guidelines. This is where you can have all questions answered. Please note that cast members without a family representative attending the meeting and completing the paperwork will not be allowed to rehearse. Don't forget your checkbook if you want to purchase discount tickets!



•I also want to remind you that all production & membership fees are due no later than, Tuesday, September 27th at 8pm. You can pay in person at The Red Chair School of Performing Arts or you may drop it in the school's mailbox. We will not rent your child's costume if the fees have not been received. Please note that all production fees are non-refundable.



•Being a grass roots program, it is necessary that each cast member have 1 adult volunteer their time and or services to the show. Please review the volunteer list and return it no later than the first day of rehearsal otherwise we will assign you a position.



•We need help fundraising! We are asking each of our participants to share our information with a local business or private sponsor. Fundraising is necessary in order to meet our goals and we need your help! Just one direct donation or program advertisement will help guarantee future shows. Please support our fundraising efforts and if you have any fundraising ideas, please, let us know.



•Find us on facebook! You can help us defray expensive marketing costs by "liking" us on facebook, suggesting us to your friends or posting *The Nutcracker* as an event on your page! We will also be posting rehearsal pictures and information on our page (The Red Chair Children's Production Company). Check it out and help spread the word with the click of a button.

Finally, I would like to stress that creating and participating in a live performance takes time and effort. Our choreographers, staff and founders are all volunteers and have donated their time to work with your child. We have provided you with the rehearsal schedule and would like you to review it carefully. If you choose to participate, your attendance to all rehearsals is mandatory. Excessive tardiness will also be considered an absence. Given our tight time frame (9 weeks), when a cast member is absent or is late we have to start over or review which is disrespectful to the choreographer and other cast members. Please consider the time commitment carefully prior to starting rehearsal.

We are excited to be bringing this classical ballet to the community. You can check our facebook page or website www.redchairproductions.org for show information, including a copy of this packet, or call (818) 640-4645 with questions!

Here's to a great show!

Jen

Jennifer Bosco
Artistic Director
theredchairchildren@hotmail.com

Founders:
Jennifer Bosco
Gabrielle Edinburgh-Wald
Sylvia Kelman
& Anna Smith



Rehearsal's held at : 4111 W Magnolia Blvd, Burbank, CA 91505 • (818) 842-5500
Questions? Call (818) 640-4645, www.redchairproductions.org or facebook: the red chair children's production company

Nutcracker Rehearsal Schedule 2011 Weeks 1-8
FINAL REHEARSAL SCHEDULE FOR 12/1-12/11 TO BE ANNOUNCED BY 10/31/2011

Marzipan, Snowflakes, Snow Fairies, Angels, Royal Paige, Sugar Plum Fairy, Clara & Nutcracker

Choreographer: Jennifer Bosco

Saturday's: 10/1, 10/8, 10/15, 10/22, 10/29, 11/5, 11/12 & 11/19

MARZIPAN	3:30-4:15
SNOWFLAKES & SNOW FAIRIES	4:00-5:30
ANGELS	5:30-6:30 (10/1-10/29), 5:00-6:00 (11/12 & 11/19)
ROYAL PAIGE & SUGAR PLUM	6:30-7:30 (11/5), 5:30-6:30 (11/12 & 11/19)
NUTCRACKER, CLARA & SUGAR PLUM	6:30-7:30 (10/15), 5:30-6:30 (11/12 & 11/19)

Flower Blossoms, Flowers, Dew Drop Fairy, Spanish, Arabian and Chinese

Choreographer: Barbara Angier

Sunday's: 10/2, 10/9, 10/16, 10/23, 10/30, 11/6, 11/13 & 11/20

FLOWER BLOSSOMS	10-10:30 (10/2-10/16), 10-11:00 (10/23-11/20)
FLOWERS & DEW DROP FAIRY	10:30-11:30 (10/2-10/16), 10:00-11:30 (10/23-11/20)
SPANISH	11:30-12:00
ARABIAN	12:00-12:30

Tuesday's: 10/4, 10/11, 10/18, 10/25, 11/1, 11/8, 11/15, 11/29

CHINESE & CHINESE DRAGON	4:15-5:00
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Clara, Clara's Friends, Fritz, Fritz's Friends, Butler, Maid, Party Guests, Drosselmyer, Nutcracker, Harlequin Dolls, Soldier Doll and Russian

Choreographer: Monica Sorce

Sunday's: 10/2, 10/9, 10/16, 10/23, 10/30, 11/6, 11/13 & 11/20

RUSSIAN	10:30-11:00 (10/2-10/30), 11:30-12:00 (11/6-11/20)
HARLEQUIN DOLLS	11:00-11:30 (10/2-10/30), 12:00-1:00 (11/6-11/20)
SOLDIER DOLL	11:30-12:00 (10/2-10/30), 12:00-1:00 (11/6-11/20)
CLARA	10:00-10:30 (10/2 & 10/9), 9:00-10:30 (10/16)
CLARA & CLARA'S FRIENDS	12:00-1:00 (10/2 & 10/9), 12:00-2:00 (10/16), 12:00-1:00 (10/23), 12:00-2 (10/30-11/20)
FRITZ & FRITZ'S FRIENDS	1:00-1:30 (10/2 & 10/9), 12:00-2:00 (10/16), 12:00-1:00 (10/23), 12:00-2 (10/30-11/20)
PARTY GUESTS, MOTHER, FATHER, GRANDFATHER & GRANDMOTHER	1:00-2:00 (10/23), 12:00-2:00 (10/30-11/20)
DROSSELMYER & NUTCRACKER	9:00-10:00 (10/16), 1:00-2:00 (10/23), 12:00-2:00 (10/30-11/20)
CLARA, FRITZ, MOTHER & FATHER	9:00-10:00 (10/16)

Gingersnaps, Mother Ginger, Mice, Soldiers, Mouse Queen, Nutcracker, Clara, Drosselmyer

Choreographer: Joanne Parada

Sunday's: 10/2, 10/9, 10/16, 10/23, 10/30, 11/6, 11/13 & 11/20

GINGERSNAPS & MOTHER GINGER	2:00-2:45
MICE & MOUSE QUEEN	2:45-3:30 (10/2-10/16), 2:45-4:00 (10/23-11/20)
SOLDIERS & NUTCRACKER	3:30-4:15 (10/2-10/16), 2:45-4:00 (10/23-11/20)
MOUSE QUEEN & NUTCRACKER	4:15-5:00 (10/2-10/16), 2:45-4:00 (10/23-11/20)
CLARA, NUTCRACKER & DROSSELMYER	4:15-5:00 (10/16, 10/23 & 10/30)

Sugar Plum Fairy and Cavalier

Choreographer: Raquel Cordova

Rehearsal day & time to be determined

Act Two Opener Rehearsal:

11/22 & 11/23 5:30-7:30 and 12/3 4:00-6:00



MAKE A NOTE!
IMPORTANT NUTCRACKER 2011 DATES & DEADLINES

All dates are subject to change

9/25	Nutcracker Auditions
9/27	Costume & Participation Fees Due
10/1	Mandatory Parent Meeting, 10:30 a.m. Little White Church Voucher Sale Day *THIS IS THE ONLY DAY VOUCHERS ARE SOLD Rehearsals Begin All Paperwork Due
10/2	Marketing, Fundraising, Program Sales & Historian Meeting, 2 pm
10/8	Mixed Bag Sale Starts Parent Performer Meeting, 1:30 pm Parent Liaison, Stage Parent, Stage Crew Meeting, 2 pm Wrap Party Meeting, 2:30pm
10/9	Land Of Sweets, VIP Coordinator Meeting, 12 pm Costume, Hair & Make-up Meeting, 1 pm Set Builders, Design & Prop Meeting, 3 pm
10/14	Voucher Ticket Exchange Day, 5-6:30 pm
10/18	Box Office Opens
10/16	<i>El Torito Grill</i> Restaurant Fundraiser-All Day T-shirt Orders Due
10/22	Craft Fair & Food Truck Extravaganza All Raffle Basket Donations Due <i>So You Think You Can Dance</i> Raffle Drawing
10/23	Mixed Bag Orders Due
11/5 & 11/6	Costume Check-Out Day for Pictures Ugly Coffee Fundraiser Starts
11/8-11/10	Individual Picture Day
11/12	Group Picture Day
11/13	Program Dedications and Ad Sales Due
11/22	Ugly Coffee Orders Due
11/24-12/1	Thanksgiving Break-No Rehearsals
12/3	Load-in and Strike Crew Meeting, 1:30 pm Concessions, Front of House Meeting, 2 pm Stage Parent & Stage Crew Meeting, 3pm Hair & Make-up Meeting, 3:30pm
12/4	Last Day to Exchange Ticket Vouchers. Box Office at Red Chair Closes
12/7	Dress and Tech Rehearsal
12/8	School Performance
12/11	Public Performances 1pm and 6:30pm
12/15	Tentative Nutcracker Wrap Party
12/17	<i>It's a Wrap</i> Parent and Board Meeting, 1:30 pm



Commonly Asked Questions

1. Where are rehearsals held?

Rehearsals will be held at 4111 W Magnolia Blvd, Burbank, CA 91505.

2. How do I get answers to my questions?

The Red Chair Productions phone number is (818) 640-4645, theredchairchildren@hotmail.com or log onto www.redchairproductions.org.

3. Is there a Parent Meeting?

Yes. There is a mandatory parent meeting on Saturday October 1st at 10:30 am. Location is the Little White Chapel on Avon and Jefferies in Burbank (1711 Avon Ave).

4. When are rehearsals?

The first 8 weeks of rehearsals are included in your parent packet. Once your child receives a part please refer to that schedule. The schedule is also posted on our website at www.redchairproductions.org.

5. How do we rent our costumes?

We will rent a costume for your child. There is a non-refundable costume rental fee of \$65. The costume fee must be received no later than 8pm, Tuesday, September 27th. The fee must be dropped off at The Red Chair School of Performing Arts in Burbank.

If we do not receive your fee, we will NOT rent your child's costume.

6. What other costume items am I responsible for?

You are responsible to provide the appropriate dance shoes, tights and undergarments (see attachment).

7. Can I help with fundraising?

Yes! We are an all volunteer staff and need donations to have a successful program. Please call (818) 640-4645 for more information.

8. Can I volunteer?

Yes! As our show is run by volunteers your help is essential to your child's success! Please see the attached volunteer list. All participating families are asked to sign up for at least one task for which they feel most comfortable.

9. What are the fees?

Each participant is required to become a current member of the Red Chair Children's Production Co. (Membership fee \$65). Additionally each cast member must pay a Production fee, which covers their costume rental and a DVD. Each cast member is also responsible to purchase 5 (five) tickets to the show. Cast members have the opportunity to purchase pre-sale tickets at a special discounted price of (\$15) during the parent meeting only.

10. How will I find out about my child's part?

All parts will be posted by 8am, Monday September 26th, on The Red Chair School of Performing Arts front door. It will also be posted on our website by Tuesday, September 27th.

11. When & where are the shows?

School Performance, Thursday, December 8th at 9:30 am

Public Performance on Sunday, December 11th at 1:00 pm and 6:30 pm (Dress Rehearsal Wednesday, 12/7/11 from 3-9pm)

The show will be held at the esteemed "Alex Theatre" in Glendale.

12. How do I get tickets?

Pre-sale tickets vouchers and *Land of The Sweets VIP Mixer* passes will be sold at the Parent Meeting starting October 1st.

Seating is assigned and prices are tiered. The pre-sale vouchers purchased at the parent meeting can be exchanged on a first come first serve basis at a special pre-opening box office day is TBD. All other tickets will be subject to regular box office terms. The tickets will range from \$18-\$28.

13. How do I get updates & information?

All information updates will be emailed to you & be posted on our website. Each group has a Parent Liaison who will be present at all rehearsals and is your main point of contact. Additionally, you may check with the front desk assistant at The Red Chair. Updates will also be posted on a Nutcracker Bulletin Board at The Red Chair School of Performing Arts.



Cast Member Guidelines

Regular Weekly Rehearsals:

Rehearsals will be clearly outlined in the rehearsal schedule and available on line at redchairproductions.org.

Mandatory Parent Meeting:

A parent meeting will be held on Saturday, October 1st at 10:30 am at The Little White Chapel located at 1711 N Avon St, Burbank, CA 91505. This meeting is to answer all questions regarding rehearsals, volunteer organization, fundraising and participation. This is a MANDATORY meeting.

Schedule & Information Updates:

All forms of communication, schedule changes, updates and announcements will be emailed to the email address listed on the registration forms. Additionally, all schedules, announcements and updates will be posted on the Nutcracker Bulletin board at The Red Chair School of Performing Arts. It is the cast member and their guardian's responsibility to make sure that we have the correct email address and to check the bulletin board. We are not responsible for announcements that are filtered to "junk mail". Please check your email weekly as most announcements will be sent on Tuesdays.

Performance Week:

Performance information will be available no later than 10/31/2011. It will include a theater schedule, costume fittings, rotating casts (when applicable), etc.

Attendance, Absenteeism and Tardiness:

Performing in a live production requires a commitment to quality work on the part of every cast member. This can only be obtained through adequate rehearsal. Attendance at the rehearsals and all performances is mandatory, without exceptions.

During rehearsal weeks, 1 absence for illness or religious observance will be accepted providing the parent has notified The Red Chair Children's Production Company in a timely manner. The staff may still remove the child from the cast if the absences have seriously compromised the child's ability to perform.

Tardiness is not acceptable. Rehearsals begin and end on time. Children should always arrive 10 minutes prior to rehearsal and quietly prepare themselves. Children who arrive chronically late will regrettably have to be replaced. Dancers who have roles demanding more ballet technique should always warm up prior to rehearsal.

Attire:

Cast members should always be in clean dance attire (solid color leotards of the student's choice). Do not forget shoes at home! Hair must be fastened properly so it will not distract the child from his/her work.

Behavior:

All cast members must behave in a courteous manner towards each other. Disrespect to any staff member or disruptive behavior of any kind will be grounds for immediate dismissal. Good behavior includes arriving on time, being quiet and attentive at all times, respecting the rehearsal studios and theater by not littering, and getting along with fellow dancers. Children who seriously and continually misbehave will be removed from the production.

Observing, Waiting and Pick Up:

Parents, friends and siblings may not watch rehearsals since this is very distracting to the children. While waiting for your child, please assist the staff by making sure other children in the waiting area are quiet and well behaved. Horsing around, running and playing ball are not permitted. The consumption of food is discouraged in the waiting area and not allowed in the studios at all. Children should be picked up promptly at the end of rehearsal since we do not have supervisory staff.

Performance tickets:

Each cast member is required to sell or purchase 5 tickets to the performance. Please see the ticket sheet for more information on obtaining and purchasing tickets.

Missed School:

Every effort is made to schedule rehearsals and performances when school is not in session. However, parents should be prepared to have their child miss school on the day of the performance.

Established Priorities:

Performing in a live production requires commitment. We suggest clearly establishing priorities with your cast member so that he/she does not feel overburdened with extracurricular activity. It is always a good idea to have your child rest properly for an hour or two before attending rehearsal. Most Nutcracker parents curtail other activities during this very busy period. Remember that illness or religious days are the only accepted excuses for missing rehearsals.

Schedule Change & Information Bulletins:

All schedule changes and information bulletins will be emailed and posted on our website. Additionally, all information will be posted at The Red Chair School of Performing Arts. It is the member's responsibility to check for updates.



Ticket Information

The Alex Theatre has assigned seating with ticket tiered prices of \$18, \$24 & \$28. Public box office opening day is to be announced with tickets available at The Red Chair School of Performing Arts.

However, we have created a special program for cast member's families to have the first opportunity to select seats at a discounted price. Cast members may purchase ticket vouchers at the parent meeting on Saturday, October 1st at 10:30 am. The vouchers are \$15 and are redeemable for \$18 seats. The vouchers are available at the parent meeting only. Vouchers are exchanged during special box office day at The Red Chair School of Performing Arts. Tickets are available on a FIRST COME FIRST SERVED basis. Please note that lost vouchers and/or tickets will NOT be replaced and the voucher must be to be presented to be exchanged for tickets. All vouchers MUST be exchanged for regular tickets no later than December 4th otherwise they are null and void.

Additionally, when exchanging your vouchers you may upgrade to a higher tiered seating, however you may only exchange them for the number of vouchers that you have purchased at the parent meeting. Make sure you and your family to have the seating you desire. Remember tickets are great holiday gifts (especially for teachers and coaches!).

The Red Chair will again be hosting an enchanting pre-performance VIP party with a special appearance by the Sugar Plum Fairy, Clara and her friends. *The Land of the Sweets VIP Mixer prior to the evening show from 5-6:15 pm* in the Mezzanine area of the Alex Theatre. Guests will delight themselves with treats and sweets while enjoying live entertainment. It is a perfect start before your magical journey with Clara and her Nutcracker Prince. VIP Passes will be sold separately for \$15 each. For each VIP Pass cast members buy at the parent meeting they will receive 50% off a second ticket.

After the Matinee meet The Sugar Plum Fairy and Clara! Don't miss this fun photo opportunity! For \$5 children can reach into Drosselmyer's magic bag and select a special present from The Sugar Plum Fairy. Tickets for the magic bag grab and Special Ornament will be available before the matinee and during intermission.

The Red Chair Box Office will close on Sunday, December 4th at 5pm. Thereafter, tickets will be available on-line (www.alextheatre.org) or at The Alex box office. Please note that all cast members have agreed to sell or purchase a minimum of 5 tickets at the \$18 price (or \$15 vouchers available at the parent meeting only).

Ticket Prices:

Tier 1: \$18

Tier 2: \$24

Tier 3: \$28

Land of the Sweets VIP Mixer: \$15

Cast Member Discount at the Parent Meeting:

\$15 for a Tier 1 ticket

Buy 1 VIP Land of Sweets Pass and receive 50% a second pass.

Land of the Sweets VIP Mixer Itinerary

December 11, 2011 at The Alex Theatre

Delights abound at the Magical Land of the Sweets Mixer!

Enter the historic Alex Theatre and ascend to the lavishly decorated Mezzanine as live music plays.

Toast friends with champagne, sip hot cocoa and feast on the finest assortment of treats!

Guests will have the exclusive one on one opportunity to meet the stars of the show, Sugar Plum Fairy, Clara and the Nutcracker Prince for photo opportunities and autographs!

5:00PM Mixer Opens, Live Entertainment begins, Food & Bar Open

5:15PM Selected Nutcracker characters arrive to mingle with Guests

6:00PM Food Closes, Drinks still available, Nutcracker characters depart. Special Guest arrival

6:15PM Drinks Close, Show Seating, Live Entertainment departs

6:30PM Nutcracker 2011 Curtain

Costume, Make-Up and Hair

All cast members will be required to wear theatre style make-up for the Dress Rehearsal and Performances. We will have volunteer make-up assistance available for cast members that have extensive and detailed make-up, however, each cast member will be responsible to apply and bring their own base foundation, mascara and lipstick.

Additionally, each cast member will be responsible for doing and maintaining their own hair. Hair must be worn as requested below to all rehearsals (except Clara's Friends) starting October 10th.

Finally, Cast Members without a leotard "base" are encouraged to purchase and wear a neutral nude leotard as a "base" as there are no private dressing areas at the theatre. Just a note that our Costume Coordinator, Seamstress, Hair and Make-up Teams are volunteers and are not paid employees. Please be courteous and kind to them as they have an overwhelming job to do and work very hard. Your patience and kindness is greatly appreciated especially when we get into crunch time.

Mice: Black tights, black long sleeve leotard, black ballet slippers (girls)
black dance pants, black long sleeve shirt and black socks & black ballet slippers
Hair must be contained under the hat.

Soldiers: White tights and white or nude short sleeve or tank leotard under costume, black ballet slippers
Hair is in a low bun (girls) and out of face (boys).

*Clara &
Clara's Friends* Pink tights, pink , white or nude leotard under dress and black slippers with black ribbons
Party Girls: and pink elastics. Hair in high bun (wig provided).

*Fritz &
Fritz's Friends:* White socks, black ballet slippers and in low Renaissance style ponytail or out of face.

Chinese: Pink tights, black ballet slippers with pink elastics (light colored leotard under). Hair in low bun with hat.

Russian: Nude tights, white leotard or trunks, pink ballet slippers and hair in a high bun.

Maid/Butler: Maid: Black tights and black character shoes, hair in bun. Butler: Black shoes, hair slicked back.

Gingersnaps: White ballet slippers. Pink, white or nude leotard under costume. Hair in medium bun.

Harlequin Pink tights and pink ballet slippers (Tutu Doll), black ballet slippers w/pink elastics (Pants
& *Soldier/Jester:* Doll), white tights and white shoes (Soldier/Jester). Hair in a bun.

Snowflakes, Snow Fairies, Flower Blossoms, Flowers, Marzipan, Spanish:
Pink tights, pink ballet slippers and nude base leotard
Hair in medium bun.

Royal Paige: white ballet slippers, white socks. Hair TBD.

Sugar Plum Fairy: Pink tights and pink shoes, high bun.

Arabian: Nude tights, nude foot peds, hair down long with sides up.

Angels: White tights and white shoes (white or nude leotard under costume). Hair in medium bun.

Cavalier: White tights & shoes

Nutcracker: Black shoes with white elastics and white socks.



Fundraising

Craft Fair And Food Truck Extravaganza!



SATURDAY,
OCTOBER 22ND
At The Red Chair School



Restaurants-Dine in or To-Go!

YOU MUST HAVE A FLIER FOR THE RED CHAIR TO RECEIVE CREDIT FOR YOUR PURCHASE!



Sunday, October 16th -ALL DAY!

On Going- Opportunities to Help!



Show Raffle Baskets

We are looking for donations for fabulous items for raffle baskets. Past successful baskets included (but are not limited to) DVD's, games, restaurant & spa gift certificates, popular character toys, etc. All Items **Due by 10/23/2011.**

Ugly Mug Coffee has a great name and tasty coffee and good business practices (organically grown and fair trade certified). Most importantly it's fresh and tastes wonderful and coffee is something your friends, neighbors and co-workers are constantly buying more of anyway 40% of the total of your sale will go directly support your cause! **Orders Due 11/13/11**



mixedbag designs are reusable designer bags, totes, lunch totes and ipad & computer covers. Great as gifts! **Orders Due By: 10/23/2011**

ENTER TO WIN 2 Tickets to **So You Think You Can Dance** live stage performance At Nokia Theatre L.A. Live, Los Angeles Sat., October 29th at 7pm! \$5 per entry. **Drawing on Saturday, October 22nd at the Craft Fair.**





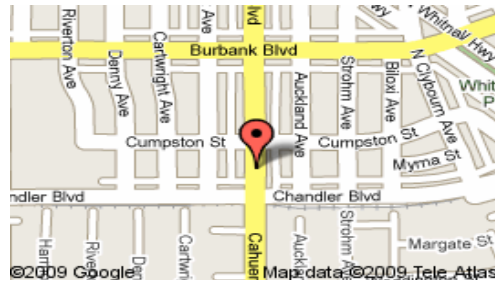
Picture Day Information

Professional Pictures of your cast member will be taken in costume for use in the program on **Saturday, November 12th**. The pictures will also be available for individual purchase. There are NO MAKE-UPS for group pictures and individual photos will not be taken during the group sessions.

Please be sure to be ready at your scheduled time because we will not be able to wait for latecomers. Additionally, no fingernail polish, earrings (except studs) and only light make-up should be worn. There are also limited dressing facilities so please arrive ready for your picture.

Individual pictures are scheduled for **November 8th, 9th and 10th**. A sign-up sheet will be posted at the Red Chair School in November. Individual pictures can be used in program dedications.

Pictures will be held at: **Caprice Studios- 5420 Cahuenga Blvd, North Hollywood, CA 91601-2917**



Saturday, November 12th

10:00	Flower Blossoms
10:15	Flowers
10:30	Dew Drop & Lilac Flowers
10:45	Spanish
11:00	Sugar Plum & Cavalier
11:15	Russian Candy Canes
11:30	Marzipan
11:45	Arabian
12:00	Chinese
12:15	Snow Fairies
12:30	Snowflakes & Snow Queen
12:45	Harlequin Dolls and Soldier Doll
1:00	Adult Party Guests, Butler & Maid
1:15	Fritz & Fritz's Friends
1:30	Clara, Nutcracker Prince & Drosselmyer
1:45	Clara & Clara's Friends
2:00	Mice & Mouse Queen/King
2:15	Soldiers & Nutcracker
2:30	Gingersnaps & Mother Ginger
2:45	Royal Paige
3:00	All Angels

****Only a parent's may sign out their child's costume prior to Picture day and return it the following week. Please Arrive to photos dressed and ready. Photos run on time and will begin at the time noted.**



Dear _____,

I am excited to tell you that I have been cast in Nutcracker 2011! I am playing the part of _____ on December 11th at The Alex Theatre and wanted to share information on this wonderful program with you!

The Red Chair Children's Production Company is a non-profit grass roots organization that creates artistic opportunities for area youth. RCCPC offers performances to local schools and performance opportunities in dance and musical theatre for children ages 5-21 years. It is run solely by volunteers, direct donations and sponsors. It is necessary that we have the support from our community to keep it going. I am asking that you consider a direct donation, cast member sponsorship, corporate sponsorship or program advertisement. No matter what your budget IT ALL HELPS! Last year we did not meet our fundraising goal and sadly had to cancel our Spring Production. We do not want that to happen again and thus are reaching out to the community.

I appreciate the support, as does our cast of 125! Please review the opportunities and become involved. As with any charitable contribution it is 100% tax-deductable.

I look forward to seeing you at the show!

Sincerely,

Sponsorship Opportunities:

1. **Direct Donation:** Direct donations in any amount will be acknowledged in our Program.
2. **Cast Member Sponsorship:** \$100 donation of which a special acknowledgement of Donor's name and cast member they sponsored will be listed in the program. Cast member's that raise a minimum of \$500 will receive 50% of the donation for a performing arts scholarship. The purpose of the scholarship is to reward deserving participants who have demonstrated a commitment to The Red Chair Children's Production Co. It is the intent of the Board that the money be used to continue their education in the performing arts through scholarship funds raised on their behalf.
3. **Corporate Sponsorship:** Bronze \$500 Silver \$1,000 Gold \$1,500 Platinum \$2,500
4. **Program Advertisement:** Program ad ranging from \$50-\$250
5. **Other Donations:** Donation of items for gift basket, props, mechanical equipment, lights, facilities, etc...

Name:

Company Name:

Address:

Telephone:

Email:

Cast member:

I will take action!

I will give a direct donation in the amount of \$ _____

I will sponsor be a cast member sponsor in the amount of \$ _____

I will be a corporate sponsor in the amount of \$ _____

I will place a program advertisement in the amount of \$ _____

I will donate the following for the gift baskets and other needs:

All donations are 100% tax-deductable. All checks payable to:

The Red Chair Children's Production Company at 4111 W Magnolia Blvd, Burbank, CA 91505
(818) 640-4645 www.redchairproductions.org



Cast Member T-Shirts & Bags

Dear Parents,

We are offering an autographed cast shirt as well as an autographed shoulder bag for the 2011 Production of "The Nutcracker". The shirts are available in a women's scoop neck and regular t-shirt style. The Cast Shirts and Bags are only available by **PRE-ORDER ONLY**. We will not have any extras for sale or exchange. So please order sizes and quantities accurately.

All orders must be received no later than Sunday, October 16th, All sales are final.

Cast Member _____

Phone Number _____

Part _____ Audition # _____

Women's Scoop Neck \$24

Quantity	Size
_____	Women's Extra Small
_____	Women's Small
_____	Women's Medium
_____	Women's Large
_____	Women's X-Large

Youth T-Shirt \$20

Quantity	Size
_____	Youth Small (2-4)
_____	Youth Medium (6-8)
_____	Youth Large (10-12)
_____	Youth Extra Large (14-16)

Long Sleeve T-Shirt \$28

Quantity	Size
_____	Youth Small (2-4)
_____	Youth Medium (6-8)
_____	Youth Large (10-12)
_____	Youth Extra Large (14-16)
_____	Adult Small
_____	Adult Medium
_____	Adult Large
_____	Adult Large XL
_____	Adult Large XXL

Shoulder Bag \$20

Total # of Women's Shirts	_____ x \$24=\$_____
Total # of Youth T-shirts Shirts	_____ x \$20=\$_____
Total # of Long Sleeve T-Shirts	_____ x \$28=\$_____
Total # of Bags	_____ x \$20=\$_____
Total Fees:_____	

Please make checks payable to "The Red Chair Children's Production Co."



BUSINESS PROGRAM AD SALES

Nutcracker 2011

The Red Chair Children's Production Company was founded in Burbank as a 501 (c)(3) non-profit organization; the Red Chair is devoted to providing live performing arts programs to area schools and to the community. Your support is crucial to the success of our program. We are excited to present the beloved classic ballet, *The Nutcracker* on Sunday, December 11th at the historic Alex Theatre in Glendale which seats 1381 people.

Price list:

- Back Outside Full Color Cover, 8.5 x 5.5: \$250
- Inside cover, Black White 8.5 x 5.5: \$175
- Full Page, Black/White, 8.5 x 5.5: \$125
- Half Page, Black/White 4.25 x 5.5: \$100
- Business card, Black/White: \$50

Complete the form below and attach ad copy via CD, or camera-ready art (individuals from Caprice Studio can also be used) and mail to: The Red Chair School of Performing Arts, Attn: Anna Smith, 4111 W Magnolia Ave., Burbank, CA 91505. You may email the ad to theredchairchildren@hotmail.com. If you would like further information please contact Anna Smith at (818) 842-5500.

Company Name: _____

Contact Name: _____ **Phone:** _____

Address: _____

Email: _____

\$250 ___ \$175 ___ \$125 ___ \$100 ___ \$50 ___

- Make checks payable to: The Red Chair Children's Production Co.
 - All ads due by Sunday, November 13, 2011

Check # _____ Rec. by _____



CAST MEMBERS PROGRAM DEDICATIONS

Nutcracker 2011

The program is a wonderful keepsake for your dancer.
Make it even more special by including a dedication.

Price list:

- Full Page, 8.5 x 5.5: \$100 (Includes picture)
- Half Page, 4.25 x 5.5: \$75 (Includes picture)
- Cast Member Dedication: \$10 (25 words or less)

Complete the form below and attach ad copy via CD, or camera-ready art (individuals from Caprice Studio can also be used) and mail to: The Red Chair School of Performing Arts, Attn: Anna Smith, 4111 W Magnolia Ave., Burbank, CA 91505. You may email the ad to theredchairchildren@hotmail.com. If you would like further information please contact Anna Smith at (818) 842-5500.

Cast Memeber Name: _____

Contact Name: _____ **Phone:** _____

Address: _____

Email: _____

Dedication: _____

\$100 ___ \$75 ___ \$10 ___

- Make checks payable to: The Red Chair Children's Production Co.
 - All ads due by November 13th, 2010

Check # _____ **Rec. by** _____

4111 W Magnolia Blvd, Burbank, CA 91505 • (818) 640-4645 www.redchairproductions.org



Volunteers

As the Red Chair Children's Production Company is a volunteer based organization, it is necessary for each parent to volunteer for a position that they feel most comfortable. A detailed description can be found at www.redchairproductions.org. Listed below are the positions we need assistance. Positions are filled on a first come first served basis. Please turn in the form below at the parent meeting by October 1st; otherwise a position will be assigned to you. All assignment will be posted within a week at www.redchairproductions.org.

Thank you for helping make this show a success!

1. Stage Parents (matinee show), Approx 12-14
2. Stage Parents (eve show), Approx 12-14
3. T-shirt sales Coordinators, (1)
4. Stage Crew (matinee show), Approx 3-4
5. Stage Crew (eve show), Approx 3-4
6. Costume Coordinator, (1)
7. Costume Assistants, (3)
8. Gift Basket Coordinators (3-4)
9. Set Builders/Painters, (3)
10. Wrap Party Coordinators, (2)
11. Hair & Make Up Coordinator, (1)
12. Hair & Make Up Assistants, 3 per show
13. Concessions, 3 per show (Raffle Sales)
14. Stage Set Up Crew, 5 - 12/07@ 9 a.m. and 5 - 12/11 @ 8 a.m.
15. Strike Set Crew, 5- 12/08 at 11 a.m. and 5- following evening performance
16. Fundraiser Coordinators (2)
17. VIP Coordinator – Sugar Plum Party (1)
18. Ticket Sales Assistants (Saturday/Sundays)
19. Marketing Assistants (2)
20. Volunteer Coordinator (1)
21. Parent Performer (Parent Performers must commit to rehearsal schedule and provide their own approved costume)
22. Front House (2 per show)
23. Historian
24. Land of Sweets Ushers (2)
25. Land of Sweets Organizers (3)
26. Program Sales Coordinator (1)

In addition we need a volunteer Parent Liaison for each group who will ALWAYS be at rehearsal. This Vital Person will answer questions and collect and distribute important paperwork for the choreographer

Please fill out the section below:

Parent Name: _____

Cast Member & Part: _____

Contact

Number: _____ Email: _____

I am happy to volunteer for _____ position.



I'm sorry I cannot volunteer, however I am enclosing a \$150 charitable contribution to The Red Chair Children's Production Company.

Parent and Cast Member Agreement & Code of Conduct

1. I agree to have my cast member attend all rehearsals.
2. I agree to notify the office at (818) 640-4645 and (818) 842-5500 if my cast member is going to be late or absent.
3. I agree to volunteer for a position in the production.
4. I agree to purchase a minimum of 5 tickets.
5. I understand that the costume rental and membership fee is non refundable.
6. I understand that my cast member can and will be excused from the show for any misconduct during production.
7. I understand that live productions are a time commitment and agree to the schedule.
8. I understand that all information and updates are posted on the website and emailed to the email address that I have provided and that it is my responsibility to check the schedule.
9. I agree to treat all cast members volunteers, crew and staff with respect and will not use inappropriate language and/or behavior.

In return my cast member will participate, receive training, performance experience and memories to last a lifetime!

By signing below I am stating that I have read, understand and agree to the terms outlined above.

Cast Member: _____

Part & Audition #: _____

Parent or Legal Guardian Name: _____

Signature: _____

Date: _____

Email Address for Updates: _____

***Please note that in effort to be environmentally friendly we will be emailing a weekly newsletter and updates. If you do not receive one by the first day of rehearsal please verify your email address with us.**



Emergency Contact Name & Phone

Number: _____