

MID-COLUMBIA BALLET

NUTCRACKER 2018



PERFORMANCE DATES AND TIMES

Friday, December 7, 2018, 7:00 p.m.

Saturday, December 8, 2018, 1:00 p.m.

Saturday, December 8, 2018, 7:00 p.m.

Sunday, December 9, 2018, 1:00 p.m.

Sunday, December 9, 2018, 4:00pm Abridged sensory-friendly performance

Monday, December 10, 2018, 9:30 a.m. Abridged performance

Monday, December 10, 2018, 12:00 p.m. Abridged performance

MOST QUESTIONS ARE ANSWERED IN THIS HANDBOOK

PLEASE READ THIS HANDBOOK CAREFULLY

The NUTCRACKER is produced by the Mid-Columbia Ballet, a 501(c)(3) non-profit corporation, under the artistic direction of Debra Pearse Rogo.

IMPORTANT PHONE NUMBERS

Mid-Columbia Ballet	946-5417
Tri-Cities Academy of Ballet	946-1531

Please check TCAB Bulletin Board and www.midcolumbiaballet.org for rehearsal schedule updates.

INTRODUCTION

Welcome to the Mid-Columbia Ballet's 43rd Nutcracker production. Our 1st production of Nutcracker was in 1976 and since that time we estimate that over 200,000 local residents and over 75,000 5th graders have seen this production.

The Mid-Columbia Ballet (MCB) is a non-profit organization, established in 1973 to further the art of dance in the community. The business of the MCB is overseen by a Board of Directors and an Administrative Assistant, Gaye Wutzke. The artistic staff consists of an Artistic Director, Debra Rogo, and Rehearsal assistants Melanie Haller Allie Bender, Melissa Malone, Rebecca Rogo and Angela Streetman. The MCB consists of a Senior Company, an Intermediate Company and a Junior Company. The Senior Company of the MCB participates in an organization of pre-professional dance companies called Regional Dance America. MCB is proud to be a Regional Dance America Honor Company.

The Mid-Columbia Ballet is housed in the Tri-Cities Academy of Ballet facilities, and many of the same people are involved in both entities. It is important to remember that the Tri-Cities Academy of Ballet is a dance school owned by Joel & Debra Rogo and the MCB is a non-profit Ballet Company. TCAB provides rehearsal space and storage facilities, but does not profit from The Nutcracker production.

Everyone is important to the production, and each of you has a part in making this a smooth running show. We need your cooperation. Please, be dependable and helpful in all situations. Show kindness and friendliness to those with whom you work. Cooperation is contagious!

The NUTCRACKER is a large production that requires a strong commitment from dancers, their parents, and many volunteers. The information in this handbook is for everyone and will help insure a professional production. Please read the pamphlet carefully.

MID COLUMBIA BALLET GUILD INFORMATION

The Mid-Columbia Ballet Guild exists to provide financial and volunteer support to the Mid-Columbia Ballet. Each year the Guild commits to raising money and organizing all volunteers necessary to support productions such as Nutcracker. Anyone who wishes to ensure that the Tri-Cities will always have an opportunity to enjoy the cultural experience of ballet is invited to join the Guild. All members are encouraged to attend the meetings and provide input on activities.

IMPORTANT DATES

Saturday	Sept 29	Nutcracker apparel and volunteer t-shirt order due Online: https://squareup.com/store/ShopMCB
Saturday	Oct 13	Make-up and Nude Leotard order form due
Monday	Oct 22	Performance tickets on sale to cast families only http://midcolumbiaballet.tix.com/
Thursday	Nov 1	Nutcracker tickets on sale to General Public
Friday	Nov 2	Poinsettias Packet due
Thursday	Nov 8	Guild membership form due to have name included in program
Tuesday	Nov 20	Flower order forms due
Tuesday	Nov 20	Act I & II Rehearsals will be held at TCAB
Sunday	Dec 2	Realife portraits in costume
Monday	Dec 3	Act I only rehearsal at RHS
Friday	Dec 7	Each Dancer's Family brings 1 dozen cookies
Saturday	Dec 8	Each Dancer's Family brings 1 dozen cookies
Saturday	Jan 12	DVD Order Form due

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REHEARSAL SCHEDULE INFORMATION

When your child is cast in the Nutcracker, they will receive notification of their role, including Scene and Act information, along with the date and time of their first rehearsal. At their first rehearsal, your child will receive a rehearsal schedule for the first several weeks of rehearsals. All of the Nutcracker rehearsals appear on this schedule. You must be aware of the **part, scene and Act** for your child to be able to read the schedule.

Because we can't know in advance how well your child's scene will progress, schedules for future rehearsals are not available until the last rehearsal on the prior schedule. Read the cast and scene information below carefully to understand when you must be at rehearsals. Please remember that this is a very large cast and it is required that everyone come to their rehearsals so that the production runs smoothly.

Please return the Dancer Cast Form, at your child's first rehearsal.

ACT I:

PARTY SCENE:

Clara
Fritz
Party Children
Party Parents
Maids
Nephew
Dolls
Drosselmeyer

BATTLE SCENE:

Clara
Cavalry
Soldiers
Mice
Rats
Drosselmeyer
Nutcracker
Rat King

SNOW SCENE:

Clara
Ice Fairies
Snowflakes

ACT II:

PALACE SCENE:

Clara
Angels
Fairies
Drosselmeyer

DIVERTISSEMENTS:

Spanish
Bon Bons
Russian
English
Arabian
Marzipan
Chinese
Flower Bud
Flowers

(Please note not all the parts are used each year, some parts are added in after casting, if your part is not shown here staff will get you the information)

FINALE: TOBE ANNOUNCED

Rehearsal schedules will be posted on the bulletin board at Tri-Cities Academy of Ballet and online at www.midcolumbiaballet.org. **Please be sure to check the bulletin board daily for schedule changes.**

Rehearsals for complete Act I and complete Act II will be held the Tuesday of the week of Thanksgiving. Check the schedule for time and date for each Act's rehearsal.

Starting Monday, December 3, rehearsals will be held at the Richland High School Auditorium.

Your child will be sent an email with their role and date of first rehearsal.

Poinsettias fundraiser

"Each year the MCB Guild gives dancers involved in the Nutcracker the opportunity to support this organization by selling poinsettias to the community. These are beautiful plants that are available in red, white or pink and will arrive in time for Thanksgiving and will last through the Christmas holiday. If you are interested in participating, you can pick up an envelope at the studio beginning in early September.

Packets are due back on or before November 2nd so we can get the order put together and sent to the grower. Thank you for supporting the Mid-Columbia Ballet!

Rehearsals prior to Dec. 3

First Rehearsal

- **What you will need:**
 - Please return the completed Dancer's contract enclosed on page 13 at your child's first rehearsal
 - Return Completed Background and Volunteer Disclosure Form on page 16-17 at your child's first rehearsal
 - Please bring a package of hair pins or bobby pins in your child's hair color to be used in production.

Dressing requirements:

- Unless otherwise instructed, all female dancers need to be at rehearsals in black leotard, pink tights, and pink ballet shoes. Male dancers need to be at rehearsals in a tight white t-shirt and black bike shorts.
- **Please see the Underdressing List in the Rehearsal Information section** for costume needs for different parts for dress rehearsals and performances; Orders need to be into the Dance Boutique by October 13, 2018.

Rehearsal Requirements:

- It is imperative that your child attends all of his/her rehearsals and performances. Have your child at rehearsals and performances on time, and please pick up your child promptly when they are finished. Every effort will be made to notify you of dismissal time in advance. Performers must remain at rehearsal until dismissed by the Artistic Director. We know that waiting is inconvenient for you, and we greatly appreciate your understanding and cooperation. Any early dismissals must be coordinated with the Stage Manager.

Rehearsals, Dress Rehearsals and Performances Starting Dec 3.

The Stage Manager has absolute authority backstage and in the house (audience). He/she will tell you what you can or cannot do in these areas. Listen carefully to his/her instructions.

Dressing room staff has authority over all activities in their assigned dressing rooms. Costume Department staff will do final costume, hair and makeup checks. Gel and hairspray will be used as needed to prevent wispsies.

Remember - respect each other and other people's property. There is no substitute for courtesy and thoughtfulness. Thank you for your cooperation!

For our performer's privacy, no cameras or camera phones are allowed in dressing rooms. To ensure that dancers are ready when needed, we ask for your cooperation in not removing a dancer to the hallway while in costume in order to take photos. For Photo opportunities, see photo and video section page 10.

Sign in and check out information

- **It is imperative that your child attends all of his/her rehearsals and performances.** Have your child at rehearsals and performances on time, and please pick up your child promptly when they are finished. Space is extremely limited and congestion adds confusion. Every effort will be made to notify you of dismissal time in advance. Performer must be accompanied into and out of the building by an adult.
- **Performers must remain at rehearsal until dismissed by the Artistic Director.** We know that waiting is inconvenient for you, and we greatly appreciate your understanding and cooperation. Any early dismissals must be coordinated with the Stage Manager. You may wait in the Chuckwagon area until your dancer is dismissed. Please help keep the halls clear by waiting in this area on rehearsal nights.
- **Enter the theatre through the stage door at the rear of the theatre.** Dancer should initial ONLY their name on the sign-in sheet when they first arrive. Then go immediately to your assigned dressing room and report to the dressing room staff. Remain there until further notice. Anytime you have to leave the dressing room, you are to notify your dressing room staff. They need to know where you are at all times. You would not want to miss your time on stage.
- **Performers will not be allowed to meet their rides in the parking lot.** Children in the green room dressing room must be signed out. Security will not allow unaccompanied children to leave the building. **Performers are to exit through the stage door only.**
- **Please pick up your child promptly at end of rehearsal and performances.** No one will be available to watch your performer between performances on Saturday.
- Due to crowded conditions in the dressing rooms, only performers, staff, and assigned volunteers are allowed in the backstage areas. Identifying nametags will be available for these volunteers. Please limit the number of people who are there to pick up your dancer.
- **Do not bring family members or friends with you when you are volunteering backstage, or when you have volunteer responsibilities during production week.**

Green Room

- Dancers must be signed in and out of the green room by an adult; please send note if someone other than a parent will be picking up your child.
- Please check the lost and found daily.
- Please send only one adult to pick up your performer at intermission or after the show. Conditions are very crowded.
- Check the message board daily.

December 3-6

Bringing activities to keep quietly occupied is advised for all Green Room dancers. We suggest cards, small board games, sewing projects, coloring books (please no markers), books, and best of all – homework. Green Room volunteers will not be responsible for the loss of any electronic or expensive items such as CD players, video games and cell phones. These are brought at your own risk and if they become too noisy or distracting we will hold them until the end of the evening. We provide some coloring and an ‘I got caught being quiet’ gift draw. **Label all items brought to theatre.**

- Small blankets may be brought to sit on in the green room.

December 7-10

Dancers are not allowed to exit the backstage area in costume or stage make-up. This is a breach of theatre etiquette.

- During performance, dancers who are only in Act I may be picked up at intermission. They may watch the remainder of the performance if they have a ticket. They must take off ALL their stage make-up, and be dressed in appropriate clothing for being an audience member. Please give a note to the Green room Coordinator telling them that your child will be attending the performance, and bring the appropriate theatre attire, make-up remover, and street shoes, when you drop them off. We will have them changed and ready to be picked up during intermission. Adults are to wait in the hall outside the Green Room; we will bring your dancer to you.

Chuckwagon- December 3-6 May need more info (don't expect to go)

- On Monday through Thursday of performance week, there will be a concession stand available at the theatre during rehearsals. The purpose of Chuckwagon is to ensure that our dancers have access to healthy food during production week.
- Meals, snacks and beverages will be available for the performers, volunteers and families at a reasonable price. Menu will be posted the week before production week.
- In between stage time, performers will have the opportunity to go to Chuckwagon. Performers will not be able to eat after they have gone through the make-up line for dress rehearsals.
- No food will be available on performance days
- Please notify Chuckwagon staff if your child has any food allergies

There are 3 methods of payment for Chuckwagon.

1. Dancers may pay as they go through the Chuckwagon line.
2. Parents may prepay a set amount at the beginning of the week.
3. Dancers will be able to run a tab for food during production week. The tab must be paid by 8:00 p.m. on Thursday of performance week.

Dressing Requirements:

For dress rehearsals and performances, please be sure that dancers are in appropriate under-dressing. The Costume Department does not have extra shoes, tights, etc. for dancers who do not have the correct under-dressing.

December 3-10, Monday through Monday

- A nude camisole leotard and appropriate tights must be worn by all female dancers. All male dancers will need to wear a tight white T-shirt, and black bike shorts. (note: female dance may wear a black leotard over their nude leotard on Monday Dec 3rd & Tuesday Dec 4th.)
- Be sure you have the correct color of tights, leotards, and black socks or tights if your dancer's costume requires them
- Dancer's hair must be in a bun or styled for their part (we have little time to fix any dancer's hair).
- Slippers are required to be worn over ballet slippers and bare feet in all backstage areas. Please bring other shoes for your child to wear out of the theatre.
- **Do not eat or drink anything while wearing your costume.**
- Be quiet and calm while in your costume. The Costume Department volunteers need to make sure your costume looks stage ready before you leave the room.
- Take off your costume as soon as you have completed your performance.
- Neatly hang or fold all parts of your costume before leaving the dressing room in order to keep it looking fresh and unwrinkled.
- Please report any repairs or cleaning that is needed to your dressing room staff. We do not want to put away dirty costumes!

Hair

Hair must be a natural color. Dancers with highlights will be ask to temporary color their hair to 1 natural.

Role	What you need to wear to the Theatre
Party Boy	Do not cut or trim hair without contacting the Artistic Director
Party Girls	Some Party girls will have ringlets Some Party girls will have a ballet bun and will buy curled hair piece (Hair depends on other parts you are casted in Nutcracker)
Mouse	
Soldier	High Ballet Bun
Rats	Ballet Bun (but may depend on other parts you are casted in Nutcracker)
Ice Fairies	Ballet Bun
Angels	Ringlets (no hairstyle) Just ringlets all over
Fairies	Ballet Bun
Arabian	Ballet Bun
Bon Bon	Ballet Bun
Flower Buds	Ballet Bun

For ringlets buy curlers at www.softspikecurlers.com

Ballet Bun <https://www.youtube.com/watch?v=6Ly8RtQijPc>

Please note: Each year costumes get updated, so the above list is a guide; If changes are made the Mid-Columbia Ballet will contact you about the change.

UNDER-DRESSING LIST FOR DRESS REHEARSAL & PERFORMANCES

The following list is not all-inclusive. Because of casting and costume changes, other roles may require under-dressing changes. Dancers will be notified of any other under-dressing needs. **Please order before October 13, 2018**

Role	What you need to wear to the Theatre	Tights	Shoes
Party Boy	Tight White or Black T-shirt, Black bike shorts (Color determined at costumer fitting)	To be determined when costume is selected.	Black Ballet Slippers
Party Girls	Nude colored camisole Order at Dance Boutique. Available in children's & Adult sizes	C9c, C9, ballet Pink	Black Ballet Slippers with Pink elastic
Mouse	Nude colored camisole Order at Dance Boutique. Available in children's & Adult sizes Boys :- Tight White T-shirt, Black bike shorts	Black knee high socks or black tights	Black Ballet Slippers or Black Jazz shoes
Soldier	Nude colored camisole Order at Dance Boutique. Available in children's & Adult sizes Boys:- Tight White T-shirt, Black bike shorts Girls:- Same as above Boys :- Tight White T-shirt, Black bike shorts	Black knee high socks or black tights	Black Ballet Slippers or Black Jazz shoes
Rats	Black camisole leo	Black knee high socks or black tights	Black Ballet Slippers or Black Jazz shoes
Ice Fairies	Black camisole leo	C9c, C9, ballet Pink	Pink Ballet Slippers
Angels	Nude colored camisole Order at Dance Boutique. Available in children's & Adult sizes	C9c, C9, ballet Pink	Pink Ballet Slippers
Fairies	Nude colored camisole Order at Dance Boutique. Available in c children's & Adult sizes	C9c, C9, ballet Pink	Pink Ballet Slippers
Arabian	Nude colored camisole Order at Dance Boutique. Available in children's & Adult sizes	No tights needed	No shoes
Bon Bon	Nude colored camisole Order at Dance Boutique. Available in children's & Adult sizes	C9c, C9, ballet Pink	Pink Ballet Slippers split sole
Flower Buds	Black camisole leo	C9c, C9, ballet Pink	Pink Ballet Slippers

Please note: Each year costumes get updated, so the above list is a guide; If something changes the Mid-Columbia Ballet will contact you about the change.

Note: Sr, Int & Jr Company dancers may need different items. Dancers will be told during costume fitting

General Information

- Please walk at all times in the backstage halls and rooms and be as quiet as possible.
- If you should drop food or drink (even water) on the floor, please clean it up. Slippery spots are dangerous. If you cannot clean it up, report it to your dressing room staff.
ABSOLUTELY NO GUM!!
- Costumes are not to be taken out of the theatre. All alterations will be made by the company's Costume Department personnel.
- Please keep backstage areas neat and clean.
- Label all items brought to the theatre.
- Performers are not allowed to exit into the house with stage make-up on. Dancers should blend into the crowd.

Make-up

- **Starting Wednesday, December 5** please come to all performances and dress rehearsals that require make-up with a neutral skin tone foundation and mascara already applied.
- **Make-up Kit order forms page 13.**
- **All performers are required to have their own make-up kit.** Siblings may share. Boys do not need lip liner, but do need eyeliner.
- Please bring the following items for your own personal use:
 - A. Cleansing cream and tissues for removing make-up.
 - B. Button or zippered shirt to wear while make-up is applied.
 - C. Dancers must come with hair in proper hairstyle for their role. Bring extra hairpins/nets etc. for touchup.
- Remove all nail polish and jewelry at home. Bring case for glasses. They will not be allowed on stage.
- Please only send the approved make-up.
- Performers are responsible for bringing their makeup to all rehearsals and performances during performance week.

Friday, December 7, Gift Exchange

It is a tradition for performers to exchange good luck gifts during performances. This is a **VOLUNTARY** exchange. Typically, mice exchange with mice, angels with angels, etc. The gifts are small, usually something to do with the Nutcracker theme. Anything that can be an activity is appreciated by the volunteers. Candy is used, but we hope not too much. Do not feel obligated to go to great expense.

Photos and Videos

A professional photographer will be available to take individual portraits of performers in their costumes. Photos will be taken at the Tri-Cities Academy of Ballet in Richland on Sunday, December 2nd. A flyer will be sent home with the dancers with information about signup slots and cost. A sitting fee of \$3.00 per sitting is due at the time of signup.

On Sat., Dec. 8, from 4:00pm to 4:30pm, between performances, the stage will be available for personal photography (No costumes).

A DVD of NUTCRACKER will be available. Orders are due by January 12, 2019
Please, remember that all rehearsals at the auditorium are closed to everyone except cast and crew.

Flowers

- For many it is customary to send flowers to a performer.
- Flowers can be ordered through the Mid-Columbia Ballet Guild for delivery to dancers during performances. You can choose the performance at which they will be delivered. Flowers need to be ordered by **Nov. 20**. Please check the date on forms available on the bulletin board. Because of the contract with the florist, only flowers ordered through the Guild or purchased in the lobby can be delivered back stage by our flower staff.
- Flowers will be presented in dressing rooms shortly following intermission.

Nutcracker Memorabilia

Mid-Columbia Ballet Guild will have Nutcracker t-shirts, sweatshirts, etc. available for preorder. In order to ensure that you receive your memorabilia in a timely manner, these must be preordered by **Sept 29th**. Please check the date on forms available on the bulletin board.

Monday Dec 10th School Performance

Dancers should bring a lunch with them to eat between performances. There is not enough time for dancers to leave the theatre and get lunch.

In case of inclement weather please look on the Mid-Columbia Ballet's website or Facebook page. Do not email or call the office and expect an answer as there will be no-one in the office at that time.

Reminder this year

#1 Both Saturday Dec 8th and Sunday Dec. 9th matinees will be at 1pm

#2 Sunday December 9th there will be a shortened sensory friendly version of the Nutcracker performance starting at 4pm. All dancers will be involved in this. No dancer will be able to watch the Sunday 1pm matinee performance. All dancers should bring a lunch with them.

Sample Production week schedule

Monday	3:45pm – 4:45pm	Warm-up (MCB Sr) at TCAB
	4:45pm	Green room opens, please do not bring your child earlier than this
	5:00pm	Check In Act I
	5:30 - 9:30pm	Act I
Tuesday	3:00 - 4:00pm	Warm-up (MCB Sr) at TCAB
	3:45pm	Green room opens, please do not bring your child earlier than this
	4:00pm	Check In Act II
	4:30 - 7:00pm	Act II
	6:00pm	Dismiss Palace Sc
	7:00pm	Check In Act I
	7:30 – 9:00pm	Act I
Wednesday	4:00pm – 5:00pm	Warm-up (MCB Sr) at TCAB
	4:30pm	Green room opens, please do not bring your child earlier than this
	4:45pm	Check In Act I
	6:15 - 7:30pm	Act I
	6:30pm	Check In Act II
	7:30 - 9:00pm	Act II
Thursday	4:00pm – 5:00pm	Warm-up (MCB Sr) at TCAB
	4:30pm	Green room opens, please do not bring your child earlier than this
	4:45pm	Check In Act I
	6:15 – 7:30pm	Act I
	6:30pm	Check In Act II
	7:30 - 9:00pm	Act II
Friday	4:45 – 5:45pm	Warm-up (MCB Sr) at Theatre
	5:15pm	Green room opens, please do not bring your child earlier than this
	5:30pm	Check In Act I
	6:30pm	Check In Act II
	7:00pm	CURTAIN
Saturday	10:30 – 11:30pm	Warm-up (MCB Sr) at Theatre
	11:15pm	Green room opens, please do not bring your child earlier than this
	11:30pm	Check In Act I
	12:30pm	Check In Act II
	1:00pm	CURTAIN
	3:15pm	Green room CLOSES
Saturday	5:15pm	Green room opens, please do not bring your child earlier than this
	5:30pm	Check In Act I
	6:30pm	Check In Act II
	7:00pm	CURTAIN
Sunday	10:30 – 11:30pm	Warm-up (MCB Sr) at Theatre
	11:15pm	Green room opens, please do not bring your child earlier than this
	11:30pm	Check In Act I
	12:30pm	Check In Act II
	1:00pm	CURTAIN
Act I dancer will not be able to watch the 2 nd Act of this performance. All dancers will need to bring a snack		
	4:00pm	CURTAIN Abridge sensory friendly performance
	4:45pm	Pick-up time for Act I
	5:30pm	Pick-up time for Act II
Monday	7:30 - 8:30am	Warm-up (MCB Sr) at Theatre
	7:45am	Green room opens, please do not bring your child earlier than this
	8:00am	Check In Act I
	9:00am	Check In Act II
	9:30am	CURTAIN
	12:00pm	CURTAIN
	1:00PM	Pick-up time for Act I
	1:30PM	Pick-up time for Act II

**NUTCRACKER 2018
DANCE BOUTIQUE ORDER FORM**

STAGE MAKE-UP

Due Oct 13.

There will be NO community make-up. Mid-Columbia Ballet requires a stage make-up kit for all performers. In the future you can use this kit and additional/lost/damaged pieces may be ordered. Kit includes: lip cream, lipliner pencil, blush cream, eye cream, eyeliner pencil. This is high quality make-up especially created for the stage (siblings may share make-up kits).

Your own foundation and black waterproof mascara need to be applied before coming to the theatre.

NUDE LEOTARD

All female performers will be required to wear a nude leotard underneath their costume.

DEADLINE TO PLACE YOUR ORDER IS OCTOBER 13, 2018

Dancer's name _____ **Phone number** _____

Email address _____

ITEM ORDERED	PRICE	QUANTITY
Stage Make-up Kit: incl. all below make-up	\$34.00	
If you need to replace a single item you can order from the list below.		
Eye Cream	\$6.00	
Eye Liner pencil	\$8.00	
Lip Liner pencil	\$8.00	
Blush cream	\$6.00	
Lip cream	\$6.00	
Nude Leotard – Small Child	\$17.00	
Nude Leotard – Intermediate Child	\$17.00	
Nude Leotard – Medium Child	\$17.00	
Nude Leotard – Large Child	\$17.00	
Nude Leotard – X Small Adult	\$20.00	
Nude Leotard – Small Adult	\$20.00	
Nude Leotard – Medium Adult	\$20.00	
Nude Leotard – Large Adult	\$20.00	
Nude Leotard – X Large Adult	\$20.00	

Do not write a check. Payment is due when you receive your merchandise.
We are be using Mehron for make-up this year. Replacement pieces will be Mehron make-up.

DANCER'S CONTRACT/ VOLUNTEER REFERENCE FORM

Please fill in the following form and return it by **your child's 1st rehearsal**, to TCAB, with a pack of bobby pins or hair pins in your child's hair color. **One form should be filled out for each child.**

My Child's Name _____

has been cast as _____

Her/His part is in which Scene _____

Act _____ Is this your child's first Nutcracker _____

Mother Name: _____ Home or Cell Phone: _____

Father Name: _____ Home or Cell Phone: _____

E-mail address for parents: _____

It is essential that parents volunteer throughout Production week. It takes approximately 100 volunteers back stage each rehearsal and performance to run the show. Be prepared to volunteer at least 6 of the rehearsal and/or performance nights.

Volunteers, please circle which committee you would like to work on. A committee chair will contact you to get you on the volunteer schedule. Before that time you should decide which performance you and your family will watch.

We will only ask you to be there when your dancer is called to rehearsal or performance. Check the sample schedule above. It will give you a good estimate as to when your dancer will need to be at the theatre.

Back of House

Greenroom

Make-Up

Costume

Security

Stage Crew

Front of House

Lobby Decorations

Mementos

Flowers

Raffle

Cookies & Water

Volunteer choice _____

Volunteer choice _____

**All new volunteer's only!!
Due at child's first rehearsal**

BACKGROUND CHECK AND DISCLOSURE FORM

Dear Mid-Columbia Ballet Volunteer:

In accordance with Washington law (RCW 43.43.832), Mid-Columbia Ballet (MCB) will perform a background check on all volunteers through the Washington State Patrol. We regret that we feel the need to do this, as it may seem harsh, but please understand that we only have your child's best interests in mind. The Boy Scouts of America, The Boys and Girls Clubs, Richland School District, The Tri-Cities Youth Soccer Association, as well as many other organizations do this kind of background check on their volunteers.

Following is a Volunteer Disclosure Statement we request you complete, sign and return to the MCB. Mark Triplett, through the Washington State Patrol, will conduct all background checks; Mark is a member of Mid-Columbia Ballet's board of directors and has been overseeing background checks for the last 10 years using the WATCH Program. Only he will be privy to the information and the results. MCB will notify you within 10 days after receipt of the State Patrol's response. In some cases, some additional information will be required, ie. Photocopy of driver's license.

As required by law, MCB will use the information obtained solely for the purpose of determining whether and how to utilize a volunteer and will not further disseminate or use the information.

We appreciate your cooperation with this procedure; it will help our organization fulfill its obligation to safeguard the dancers whose care you have entrusted to MCB. Please return the attached form, sealed in an envelope. We thank you for your time and efforts as a volunteer. Your contribution is truly appreciated.

Mid-Columbia Ballet
Staff/Volunteer Background Check
Request for Criminal History Information
Child/Adult Abuse Information Act
RCW 43.43.830 – 43.43.845

MCB requires background checks for all staff and volunteers. The Washington State Legislature has helped us assure the safety of our dancers and cast members by allowing for background checks for people who may have unsupervised access to children less than sixteen years of age. Please complete the form below and the disclosure statement (required by RCW 43.43.834) on the reverse side.

Applicant of Inquiry	
First Name _____	MI _____ Last Name _____
Alias / Maiden Name _____	
Date of Birth _____	Gender _____
Address _____	
City / State / Zip _____	
E-mail _____	
Phone Number(s) _____	
Applicant Signature _____	Date _____
Names of children in Company/Cast _____	

WATCH (State Patrol Criminal History Check)	
<input type="checkbox"/> WATCH Passed	Date: _____
<input type="checkbox"/> Additional Identity Verification Required _____	

Requesting Agency/Address	
Mid-Columbia Ballet PO Box 326 Richland, WA 99352	

MCB Staff and Volunteer Disclosure Statement

In accordance with 43.43.RCW, MCB staff and prospective volunteers are required to complete this disclosure form.

Please answer YES or NO to each listed item:

1. Have you ever been convicted of any crimes against children or other persons?

Answer:

2. Have you ever been convicted of crimes related to financial exploitation if the victim was a vulnerable adult?

Answer:

3. Have you ever been convicted of crimes related to drugs as defined in RCW 43.43.830?

Answer:

4. Have you ever been found in any dependency action under RCW 13.34.040 to have sexually assaulted or exploited any minor or to physically abused any minor?

Answer:

5. Have you ever been found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor?

Answer:

6. Have you ever been found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person or to have abused or financially exploited any vulnerable adult?

Answer:

7. Have you ever been found by a court in a protection proceeding under chapter 74.34 RCW to have abused or financially exploited a vulnerable adult?

Answer:

Pursuant to RCW 9A.72.085, I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. In consideration of the Mid-Columbia Ballet's review of this statement, I release the Mid-Columbia Ballet, its Board of Directors and employees and the providers of information from any liability as a result of furnishing and receiving any of the foregoing information.

Volunteer Signature