

# Nutcracker 4-1-1

## Shows:

Thursday, December 7<sup>th</sup> 10am & 12:30pm

Friday, December 8<sup>th</sup> 10am & 7pm

Saturday, December 9<sup>th</sup> 1pm & 6pm

Sunday, December 10<sup>th</sup> 2pm

Location: Indiana University Northwest, MainStage Theatre (Arts & Sciences Building)

Located across the street from the main campus. (East side of Broadway between 34<sup>th</sup> and 35<sup>th</sup>)

**Dress Rehearsal:** Wednesday, December 6<sup>th</sup> Time TBD typically arrival at 4:30pm/5pm

**Production Email:** [ibtproduction2022@gmail.com](mailto:ibtproduction2022@gmail.com)

Please add this email to your address book. This is the email that you send questions to, absence notifications, etc.

**Where to find information:** <https://ibtnw.org/production-information/>

All forms will be posted here as well as the rehearsal schedule

**Production and Company Directors and Production Team:** Our directors enjoy working with NWI and surrounding areas adult dancers, youth and families and want the best for every cast member. Production, academy, and company decisions stem from our directors; this indeed includes production time and managing all aspects of the show including use of technology, choreography, costumes, casting, rehearsals, marketing, covid and illness response, music, onwards... However, to maintain a streamlined process, and provide a great and safe experience to our families, we request an order of contact. In this, we work side-by-side with our staff, dancers, teachers, assistants, and volunteers. ***Therefore, for production questions: Please direct questions to the production team email, located above in this article.*** They can answer questions, and will contact or redirect, if or when necessary, to the production directors or appropriate person for the task such as volunteering, costumes, marketing, tickets, merchandising, and other areas of the production team, which is again, truly a vast and lovely group of volunteers and staff. *No casting or change of casting questions, please.* We support all our dancers and wish to help new cast members understand our processes, leaving with a fabulous experience. Again, to help this streamlined process to happen, which makes obtaining information more seamless, please contact the production team email with questions including the listed below. Please check the rehearsal schedule to determine your rehearsal first, before emailing to find out when rehearsals occur. Shortly, we will send a more detailed explanation of larger rehearsals in November/December. \* *In the event of an issue or issue with a team member, production directors can be directly contacted.*

## Directors:

Mrs. Tuohy [ibtnw@hotmail.com](mailto:ibtnw@hotmail.com)

Ms. Amanda [amandatuohy.ibt@gmail.com](mailto:amandatuohy.ibt@gmail.com)

**Production Team:** Use the production team email [ibtproduction2022@gmail.com](mailto:ibtproduction2022@gmail.com) unless one is noted next to the person.

Liz – Volunteer Assignments

Carly – Answers emails, sends rehearsal reminders

Kristen – Head of Props

Erin – Head of Room Moms

Kari Jo – Merchandising

Christina - Ushers

Amber – Costume Mistress

Jo – Financial Manager ([jo@ibtnw.org](mailto:jo@ibtnw.org))

Michelle – Tickets, Donations, Girl Scouts, Special Groups, Schools/Homeschools, Ads ([michelle@ibtnw.org](mailto:michelle@ibtnw.org))

**Absences:**

You can miss up to 3 rehearsals. This does not mean miss 3. When dancers are not present, they miss key corrections, choreography, costuming, relationship building with their co-dancers. It makes the process more difficult, and creates a need for more rehearsals. To reduce this, please try to make your rehearsals. IBT reserves the right to assign an understudy to your child's part or to recast the part to another dancer at three missed rehearsals. While a recast can happen for other reasons, and we reserve the right to make shifts when necessary for the show- such as a dancer regularly not paying attention at rehearsals, inability to perform a part, not engaging in rehearsals, having issue with other dancers or staff/volunteers, etc, or a role cast that has been evidenced as too difficult, missing three is our capstone. We do understand that Covid and the Flu are starting to be present again, this will be taken into consideration, as are other conditions. But please make it a priority to attend rehearsals.

\*\*\*With all love and kindness, we ask that if your dancer is ill that you **DO NOT** bring them to rehearsal. Sick dancers make other sick dancers and people miss performances. We are working to revamp our policy in regard to illness. We do reserve the right to ask your dancer to wear a mask\*\*\*

Our priority is to ensure that the show can continue without considerable dancers missing at show time, so if you are ill, please do not come. If you have questions you can contact Ms. Amanda at [amandatuohy.ibt@gmail.com](mailto:amandatuohy.ibt@gmail.com). Absences for Junior Company and below are to be reported to the [ibtproduction2022@gmail.com](mailto:ibtproduction2022@gmail.com) email. Company 1 and Company 2, you are to report your absences to both the production email as well as Mrs. T and Ms. Amanda.

**Volunteering:**

Every family is required to volunteer. That is how we keep the cost for the production down. All parents of dancers 6 and under will need to volunteer as a room mom. You will get a show off to watch!

\*\*\*Please review your volunteer assignment BEFORE purchasing your tickets!\*\*\* Other volunteer positions include:

Front of House: Ushers, Merchandising, Concessions and Dancer Check – In

Backstage: Runner, Quick Change, Room Mom, Props, Green Room

Important but always overlooked: LOADING TRUCKS BEFORE AND AFTER SHOWS! *MUCH NEEDED!!*

We also need volunteers for Costume Fitting Day as well as volunteers who will help wash or press costumes. If you do not know how to sew (buttons/hooks and eyes) We can and are willing you teach you!

**Tickets:**

Will soon go on sale for the non-school shows.

Regular priced tickets are \$25/Adults and \$20 Children & Seniors.

Nutcracker Cast Members: Tickets are \$22 (for all) use code: **23NUTCAST**

IBT Students/Members: Tickets are \$20/adult and \$18 Children/Seniors **\*\*Your Code will be emailed when ticket sales open\*\***

Your ticket code can be used by all of your friends/family, FB Friends-But PLEASE do not share the code on social media! Have them message you for it!

**Girl Scout Tickets:**

We will be re-introducing our Dance Sample for the shows! Tickets for scouts are:

\$20/Scouts & Leaders (inc Fun Patch)

\$22/Scout Parents joining their scout Please share this info with your scout friends!

To purchase scout tickets, contact [michelle@ibtnw.org](mailto:michelle@ibtnw.org)

**Merchandising:**

T-shirts: We sell Nutcracker T-shirts with the cast list on the back. Pre-orders will start soon. To receive the cast list you must order your shirt during the pre-order time. We also sell: patches, DVDs, flowers and Cast Photos

**Playbill/Program:**

We can use help selling Ads in our Nutcracker Program. If every parent could ask their place of employment about purchasing an Ad this would be so very helpful! The Advertising form will be sent out via email soon

Shout Outs: These are purchased messages that you can have listed in the program for your dancer. These are very popular, and the kids do check out the program to see if they are in there.

**Nutcracker Tea:**

Family Life Center, 7950 Marshall St. Merrillville  
Novemner 12<sup>th</sup> 2-6pm