

## Nutcracker 4-1-1

### Shows:

Saturday, May 4<sup>th</sup> 1pm & 6pm

Sunday, May 5<sup>th</sup> 2pm

Monday, May 6<sup>th</sup> 10am

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: Friday, May 3<sup>rd</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

Mandatory Costume Fitting Day: TBD

Production Team: Use the above email 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/Dancer ([amberraemack@gmail.com](mailto:amberraemack@gmail.com))

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))

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

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

### Absences:

You can miss up to 3 rehearsals. At that time IBT reserves the right to assign an understudy to your child's part or to recast the part to another dancer. We do understand that Covid and the Flu are starting to be present again, this will be taken into consideration. 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. We do reserve the right to ask your dancer to wear a mask\*\*\*. Our priority is to ensure that the show can continue 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!

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.

Cinderella Cast Members: Tickets are \$22 (for all) use code: Cinders24

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 Cinderella 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. 😊*