

2025 Indiana Ballet Theatre's The Nutcracker

It is a great privilege to be part of The Nutcracker. Cast members and their parents/guardians are expected to read all information about the production, stay fully informed throughout rehearsals and performances, respect this opportunity, and conduct themselves professionally during this process. Please carefully read through the following information and keep this for reference.

Communication

Nearly all communication regarding The Nutcracker will be done via email and posted online. Bookmark this link!

<https://ibtnw.org/production-information/>

We must have two contact phone numbers for each student dancer, please log into your jackrabbit account and ensure that we have both phone numbers.

Production Email: ibtproduction2022@gmail.com

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

Production and Company Directors and Production Team: Our directors enjoy working with NWI and surrounding areas 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 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. In the event of an issue or issue with a team member, production directors can be contacted.

Directors:

Mrs. Tuohy ibtnw@hotmail.com

Ms. Amanda amandatuohy.ibt@gmail.com

Production Team: Use the production team email ibtproduction2022@gmail.com unless one is noted next to the person.

Liz - Volunteer Assignments

Carly - Answers emails, sends rehearsal reminders

Kristen - Head of Props

Kari Jo - Merchandising

Jo - Financial Manager (jo@ibtnw.org)

Michelle - Tickets, Donations, Girl Scouts, Special Groups, Schools/Homeschools, Ads (michelle@ibtnw.org)

Shows:

Thursday, December 4th 10am & 6:30pm

Friday, December 5th 10am, 12:15pm, & 7pm

Saturday, December 6th 1pm & 6pm

Sunday, December 7th 2pm

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

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

Dress Rehearsal: Wednesday, December 3rd Time TBD typically arrival at 4:30pm/5pm

Ticket Information

Discounted ticket rate for IBT Members: **2526IBT**

Adult \$22/Children & Seniors \$20

Discounted ticket rate for Nutcracker Cast Members: **2526CAST**

Adult \$24/Children & Seniors \$22

Share your discount code with your Friends & Family, but please do not post on social media!

Parent Volunteers

Volunteers are critical to the success of the show and provide an exciting insiders' look at the production.

All families are required to volunteer. Volunteer opportunities will be discussed at the mandatory full cast meeting. Only Backstage Supervisors who are volunteering for the specific performance/rehearsal are allowed in the backstage area. A volunteer badge will be issued to the backstage supervisors for the scheduled rehearsals and performances. Volunteers must attend a training session in late November. <https://forms.gle/Wo2o5BnEg4Y5mzMf9>

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 not paying attention, inability to perform a part, not engaging in rehearsals, having issue with other dancers, etc, or a role cast

that is 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 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
Absences for Trainee/Junior Company and below are to be reported to the 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.

Rehearsals

· Always come dressed in regular ballet class attire with warm-up clothes to wear over dance attire. **FLESH COLORED LEOTARDS ARE NOT LEOTARDS, THEY ARE UNDERGARMENTS AND MADE TO BE WORN UNDER A LEOTARD.**

Costume Fittings

Nutcracker 2025 Costume Fitting Times

Sunday September 14th

Please ARRIVE 10 minutes prior to fitting time and check in.

Have your dancer come in leotard and tights only. No shorts or attached skirts (if possible)

Fitting Time	Part
12:00pm- 12:15pm	Ice Fairies
12:20pm - 12:35pm	Party Parents & Maids
12:40pm - 1:05pm	Party Children (girl/boy will be assigned at rehearsal)
1:10pm - 1:40pm	Small & Medium Soldiers
1:45pm - 2:05pm	Mice
2:10pm - 2:45pm	Bon Bons/Gingerbreads
2:50pm - 3:05pm	Tall Soldiers
3:10pm - 3:20pm	Candy Canes
3:25pm- 3:55pm	Angels-All (color will be assigned)
4:00pm - 4:20pm	Small Party Children
4:25pm - 4:45pm	Acrobats

*Any parts not listed will be fitted during a rehearsal. Any questions please contact Costume Mistress- Amber Mack amberraemack@gmail.com or text (815)690-0707

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, 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.

Media Release

Having consented to the participation of my/my child in classes, activities, and performances at IBT, I understand that during such participation, my/my child or my/my child's class may be photographed or videotaped for educational, news, media, and/or promotional purposes. I hereby give IBT permission to release pictures, video and/or other communication that may include me or my child to the media including, but not limited to, newspapers, radio or television coverage of IBT classes and events, and to the use of such images in IBT newsletters, bulletin boards, website and any other internet presence. By signing this Media Release, I represent that I have legal authority over and custody of the Student named herein, and I give IBT permission to use my/my child's name/likeness as outlined above.

Media Policy for IBT Productions

Students and dancers who choose to participate in Indiana Ballet Theatre (IBT) Productions agree to the following terms regarding media use: By participating in any IBT production (including but not limited to *The Nutcracker*, *Kaleidoscope*, spring performances, and community events), dancers automatically consent to IBT's Media Policy. This includes permission for photography, videography, and other media recordings during rehearsals, performances, and related events. Media may be used for, but is not limited to, promotional materials, social media, advertising, educational purposes, and archival documentation.

Opting out of the media policy is not permitted for production participants. Participation in IBT productions is conditional upon accepting these media terms.