

Hello Parents,

Congratulations! You have made it to the end of the road! The Artistic Team thanks you for allowing your dancer to participate in this year's production! Take a moment to pat yourself on the back! You deserve it! Please read this email multiple times it has every piece of info that you are going to need for the next week! Arrival times are broken up by day below!

It is very important that you read and know this information. This will keep frustration levels down. You are responsible to know this information. Do not rely on someone else to tell you this info. This email will be posted on the web so if you have a question refer back to the webpage! If you ask, you will be referred back to the webpage or your email. :)

GENERAL INFO:

1. *NO SNACKS CONTAINING PEANUTS OR TREENUTS!*
2. *Only pack COSTUME FRIENDLY SNACKS! No sticky, cheesy, or greasy snacks. (Goldfish are greasy, Cheetos are cheesy and Swedish Fish are sticky) The ONLY acceptable costume friendly snacks:*
 - a. *Graham Crackers*
 - b. *Saltines*
 - c. *Ritz Crackers*
 - d. *Animal Crackers*
 - e. *Oyster Crackers*
 - f. *Pretzels*
3. *EVERY dancer needs to bring a DISPOSABLE water bottle that is labeled with their name on it for each show! Please make them disposable as we can recycle those and not lugging 32 reusable unclaimed cups back to the studio. Also NO STANLEY CUPS! They leak! Please no Gatorade, Propel, Colored or Clear flavored water. These are not costume friendly.*
4. *EVERY dancer needs to bring a small zip lock bag with extra bobby pins (this includes the boys), flesh colored bandaids (to match their skin), make up wipes.*
5. *EVERY dancer needs to ARRIVE at the theatre with their hair and make up completed. The room moms DO NOT do the dancer's make up.*
6. *Parents MUST bring their dancers up to the theatre. Please do not drop your dancer off at the front door and have them walk up to the theatre. Likewise, you must come up to the theatre and pick your dancer up and sign them out!*
7. *Thursday between the 10am and 12:15pm show, please pack your child a costume friendly lunch. (No PBJ, No MAYO/MUSTARD, Nothing with a sauce, Nothing Sticky, No Cheetos! Lunchables are a good option)*

8. Please bring warm up clothes for your dancer to wear over their nude leotards!
9. If you ARE NOT volunteering backstage, you CANNOT go past the dancer check in!

Dancers ARE NOT allowed outside of their assigned dressing rooms in costumes! Only specific leads will be permitted out in costume.

DANCE BAGS- PLEASE only send your dancer with a large ziplock bag and exactly what they need (listed above). We do not have a lot of space in the dressing room.

PHOTOS/VIDEOS BACKSTAGE:

*****ABSOLUTELY NO PHOTOS OR VIDEOGRAPHY ARE TO BE TAKEN BACKSTAGE DURING THE SHOW***** If you are doing so you will be asked once to stop, the second time you will be removed from your volunteer position. This is to ensure that dancers are not accidentally videotaped/photographed in any stage of undress and to ensure that our volunteers are ready for any quick change/props, etc that are needed.

PHOTOS/VIDEOGRAPHY FROM THE AUDIENCE:

*****During the show ABSOLUTELY NO VIDEOS OR PHOTOGRAPHY IS PERMITTED! Please share this information with your guests. Anyone found to be doing so, will be asked to stop. If you must be told a second time you will be escorted out.**

CAST PHOTOS:

Cast Photo will be taken after the Friday 12:15pm show by Edda Taylor Photographie. You will be able to order a cast photo here: <https://forms.gle/RG4PDsvAoTRzKu5D7>

VIDEOGRAPHER:

IBT will be videotaping the show. You will be able to order your DVDs here: <https://forms.gle/RG4PDsvAoTRzKu5D7>

MAKE-UP:

EVERY dancer must come with hair and make up ready!
Link Here: **Attachment:** [Make Up Production.jpg](#) (153.0kB)

PARKING:

Theatre Northwest Location Information: The theatre is located across the street from the main IUN Campus. The theatre is located in the Arts & Sciences Building on the second floor. It is accessible by both stairs and an elevator.

Parking: General Parking in lots 8 and 9 located between 33rd and 34th on the East side of Broadway. Accessible parking located in lot 13 (East side of Broadway off of 33rd). (See Below)

LINK HERE: **Attachment:** [iun parking map.pdf](#) (317.6kB)

UGLY CHRISTMAS SWEATER/CHRISTMAS SHIRTS:

On FRIDAY (all day) we are encouraging all our VOLUNTEERS AND CAST to wear their Ugly Christmas Sweater or a Christmas Shirt! We will be taking a photo of everyone in their Christmas Shirts after the Cast Photo! Please plan to participate!

Wednesday Dress Rehearsal:**Location: IUN Theatre****Arrival Info:****4:30pm** Company Dancer's arrive (unless told differently by Ms. Amanda) – **Adult Company, Company 1, Company 2, Trainee****4:45pm** Junior Company and the rest of the cast**5:30pm** Have Act 1 Dancer's ready for blocking – Costumes not needed for blocking**5:45pm** Have Act 2 Dancer's ready for blocking - Costumes not needed for blocking**6:00pm** Dress Rehearsal to begin**8:00pm** Parents back for Kids Cast Dismissal**Arrival Times and Pick Ups Show Days:**

	Thursday 10am	Thursday 6:30pm	Friday 10am/12:15pm	Friday 7pm	Saturday 1pm	Saturday 6pm	Sunday 2pm
Company 1 & Company 2 Anyone with these parts	8:30am	5:30pm	8:30am	5:30pm	11:30am	4:30pm	12:30pm
Trainee/Junior Company	8:30am	5:30pm	8:30am	5:30pm	11:30am	4:30pm	12:30pm
Act 1 Kids Cast	9:00am	6:00pm	9:00am	6:00pm	12:00pm	5:00pm	1:00pm
Act 2 Kids Cast	9:15am	6:15pm	9:15am	6:15pm	12:15pm	5:15pm	1:15pm
PARENT PICK UP	11:45am	8:30pm	2:00pm	9:00pm	3:00pm	8:00pm	4:00pm

Volunteer Arrival Times:

	Wed. Dress Rehearsal	Thursday 10am	Thursday 6:30pm	Friday 10am/ 12:15pm	Friday 7pm	Saturday 1pm	Saturday 6pm	Sunday 2pm
Runner	5:00pm	8:30am	5:30pm	8:30am	5:30pm	11:30am	4:30pm	12:30pm
Quick Change	5:00pm	8:30am	5:30pm	8:30am	5:30pm	11:30am	4:30pm	12:30pm
Props	4:45pm	8:30am	5:30pm	8:30am	5:30pm	11:30am	4:30pm	12:30pm
Check in/out	4:30pm	8:15am	5:15pm	8:15am	5:15pm	11:15am	4:15pm	12:15pm
Green Room	4:45pm	8:30am	5:30pm	8:30am	5:30pm	11:30am	4:30pm	12:30pm
Merchandising Concessions	NA	NA	6:00pm	NA	6:00pm	12:00pm	5:00pm	1:00pm
Ushers	NA	9:00am	5:30pm	9:00am	6:00pm	12:00pm	5:00pm	1:00pm
Room Mom	4:30pm	8:15am	5:15pm	8:15am	5:15pm	11:15am	4:15pm	12:15pm

Lastly, we hope you enjoy this week with your dancer. Production week is always a favorite in our homes, especially during the holidays.

IBT Production Team