

2026 INDIANA BALLET THEATRE'S THE NUTCRACKER

CAST & FAMILY PRODUCTION INFORMATION

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

COMMUNICATION

Nearly all Nutcracker communication will be sent by email and posted online. Bookmark: ibtnw.org/production-information/

Please log into your Jackrabbit account and make sure we have TWO current contact phone numbers for each student dancer.

Production Email: ibtproduction2022@gmail.com

Please add this address to your contacts. Send production questions, absence notifications, and general production communication here. Before emailing about rehearsals, please check the posted rehearsal schedule first. Please do not send questions regarding casting or requests to change casting.

DIRECTORS & PRODUCTION TEAM

Production, Academy, and Company decisions are made by the directors, including casting, choreography, costumes, rehearsals, music, technology, illness response, marketing, and overall production management. To keep communication streamlined, please begin with the Production Email above; the team will answer or redirect your question to the appropriate person.

Directors	Mrs. Tuohy - ibtnw@hotmail.com Ms. Amanda - amandatuohy.ibt@gmail.com
Production Team	Liz - Volunteer Assignments Carly - Emails & 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

PERFORMANCE & DRESS REHEARSAL DATES

INDIANA UNIVERSITY NORTHWEST	VALPARAISO HIGH SCHOOL
MainStage Theatre - Arts & Sciences Building East side of Broadway between 34th & 35th	2727 N. Campbell Street, Valparaiso, IN
Thu., Dec. 3 - 10:00 AM & 12:15 PM Fri., Dec. 4 - 10:00 AM, 12:15 PM & 7:00 PM Sat., Dec. 5 - 1:00 PM & 6:30 PM	Sat., Dec. 19 - 1:00 PM & 7:00 PM Sun., Dec. 20 - 2:00 PM
Dress Rehearsal: Wed., Dec. 2 Time TBD; typical arrival 4:30-5:00 PM	Dress Rehearsal: Fri., Dec. 18 Time TBD; typical arrival 4:30-5:00 PM

TICKETS

Ticket information will be released soon.

PARENT VOLUNTEERS

Volunteers are critical to the success of the show and provide an exciting insider's look at the production. **ALL FAMILIES ARE REQUIRED TO VOLUNTEER.** Only backstage volunteers assigned to that specific rehearsal/performance are permitted backstage. Backstage volunteers will receive badges and must attend a training session in late November.

Volunteer Sign-Up: forms.gle/WL2dQEYKNPSQQsAr9

ABSENCES

Dancers may miss up to 3 rehearsals; this is a maximum, not an allowance to plan three absences. Missing rehearsals means missing choreography, corrections, costuming, and important work with fellow dancers. At three missed rehearsals, IBT reserves the right to assign an understudy or recast the role. Casting may also be adjusted when necessary for the production, including preparedness, attention, behavior, ability to perform the role, or production needs.

ILLNESS: If your dancer is ill, DO NOT bring them to rehearsal. Keeping illness out of rehearsal helps protect the cast and performances. IBT reserves the right to ask a dancer to wear a mask when appropriate. Questions regarding illness may be directed to Ms. Amanda at amandatuohy.ibt@gmail.com. Trainee/Junior Company and below: report absences to ibtproduction2022@gmail.com. Company 1 and Company 2: report absences to the Production Email AND Mrs. T and Ms. Amanda.

2026 THE NUTCRACKER - REHEARSAL, COSTUME & MEDIA INFORMATION

REHEARSALS

Always arrive dressed in regular ballet class attire with warm-up clothes to wear over dancewear.

IMPORTANT: Flesh-colored leotards are undergarments and are intended to be worn **UNDER** a regular leotard.

COSTUME FITTINGS

Nutcracker 2026 Costume Fittings: Sunday, September 20 – if you cannot make the 20th you must inform Ms. Amber by September 5th!

Please **ARRIVE 10 MINUTES** before your assigned fitting time and check in. Dancers should arrive in leotard and tights only - no shorts or attached skirts, if possible.

Roles not listed on the fitting schedule will be fitted during rehearsal.

Costume Mistress: Amber Mack - amberraemack@gmail.com | (815) 690-0707

MERCHANDISING

Nutcracker cast T-shirts will be available for pre-order. To receive a shirt with the cast list printed on the back, you must order during the pre-order period. We also offer Nutcracker patches, DVD/thumb drives, and cast photos. Ordering information will be sent soon.

PLAYBILL / PROGRAM

Advertising: We need help selling ads for the Nutcracker program! Please consider asking your employer or a local business to support the production by purchasing an ad. Advertising information will be emailed soon.

Shout Outs: Families may purchase special messages for their dancer to appear in the program. These are always popular - and the dancers love finding their messages!

MEDIA RELEASE

By participating in IBT classes, activities, and performances, the dancer/participant may be photographed or videotaped for educational, news, media, archival, and promotional purposes. By participating, the parent/guardian represents that they have legal authority over the student and gives IBT permission to use the participant's name and/or likeness in media including newspapers, television, newsletters, bulletin boards, websites, social media, advertising, and other IBT communications.

MEDIA POLICY FOR IBT PRODUCTIONS

Participation in Indiana Ballet Theatre productions - including The Nutcracker, Kaleidoscope, spring productions, and community events - includes consent to IBT's Production Media Policy. Photography, videography, and other media may occur during rehearsals, performances, and related events and may be used for promotional materials, social media, advertising, educational purposes, and archival documentation.

Opting out of the Production Media Policy is not permitted for production participants. Participation in an IBT production is conditional upon acceptance of these media terms.

QUICK REFERENCE

Production Questions / Absences	ibtproduction2022@gmail.com
Production Information	ibtnw.org/production-information/
Costumes	Amber Mack - amberraemack@gmail.com (815) 690-0707
Financial	Jo - jo@ibtnw.org
Tickets / Groups / Ads	Michelle - michelle@ibtnw.org

Thank you for helping us create a safe, professional, and magical Nutcracker experience!