



Name _____

Class _____

Arrival time _____

Notes for Performance Day of The Nutcracker SUNDAY, DECEMBER 8, 2024

Volunteer Helpers We cannot do this show without the support of our wonderful volunteers. If you have already told us you'd help, or decided you can help after all, please email us again to confirm your availability. If you've already purchased a ticket, we will credit/refund your account. We need helpers for:

- Backstage helpers for upper level ballet classes
- Classroom helpers for pre-level helpers
- Crews for setup before dress rehearsal (10:00) AND takedown after the show (help loading props into designated vehicles also).
- Ushers

Please call/text 773-401-6549 or email at mda@mongandance.com to confirm your availability. Please include your child's name.

ARRIVAL TIMES FOR DANCERS/HELPERS

- 11:00 am — Upper level dancers (ballet, jazz, modern, tap) and backstage and room helpers
- 12:00 pm — Pre-level dancers (pre-ballet 3, pre-jazz/hh, contemp, minis) and class helpers
- 2:00 pm — Lobby open
- 2:10 pm — House doors open
- 2:30 pm — Show begins

NOTE: Students may NOT leave the venue at any time once they arrive. They can bring food/snacks (see below).

Drop-Off

- Oak Lawn Community High School (OLCHS) Performing Arts Center, 9400 Southwest Hwy. Use parking lot on northwest corner of 95th St and Southwest Hwy.
- The Performing Arts Center has many glass windows.
- All students and volunteers must check in with MDA staff at the table set up in the lobby.
- MDA staff and parent volunteers will take students to their dressing rooms.
- **Parents are NOT allowed to stay in the lobby or auditorium during dress rehearsal.**

What to Wear

- Class leotard, pink tights, pink ballet shoes
- **Nude camisole leotard** — should be worn underneath the class leotard IF student has full costume changes. These can be purchased through MDA, but do NOT wait until the last day.
- **Upper level students** — **LOW bun** for all upper level students, unless directed otherwise by Ms Shannon.
- **Pre-level students** — **HIGH bun** for all pre-level dancers
- Light make-up is recommended.

Costumes

- Upper level students will receive their costumes at the studio to take home and carry with them on the day of the show.
 - **RETURNING COSTUMES:**
 - Costumes must be returned in the SAME bags, including the packing list.
 - All costume pieces must be returned in good condition.
 - Do NOT wash any costume parts.
 - Costumes MUST be returned to Ms Linda at the student's FIRST class following the performance. Come to class EARLY so all costumes can be inventoried BEFORE class starts.
- All Pre-level students will receive their costume backstage on the day of the show. The instructors will collect them after they perform and return them to the studio. Students do NOT take them home.
- Parents shall cover the cost of any costume pieces that are lost or damaged, or entire costume, as needed.

Snacks/Food

Clean snacks may be brought to the dressing room, but please do not pack anything that can spill, leave stains, marks, or anything sticky on the costumes. Only water is permitted to drink. Do NOT bring soda pop, juices, etc.

Dismissal

- All students will leave the stage with their teacher after the final bow. Taking pictures or lingering on stage will not be allowed.
- Pre-level students will change into their street clothes, then class helpers/instructors will take the students to the stage as a group. ONE parent/guardian can come to the front of the auditorium to get their child from the stage area.
- All upper level students will change into their street clothes. They must place their costumes in the **ORIGINAL bags labeled with their name along with the packing list**. Students will return to the stage where ONE parent/guardian will be waiting to get them.
- Parents are NOT allowed to enter the dressing room area unless they are a designated volunteer/helper.

Questions

If you have questions, please contact us below or speak with our administrative staff:

- email at mda@mongandance.com
- call/text at 773-401-6549.

NOTE: Costumes that are returned damaged, torn, or stained will be assessed and charged a fee per individual costume. Some of these are unique costumes or class costumes and cannot easily be replaced.