

**North Country Ballet Ensemble  
Nutcracker Audition Form**

Dancer's age at time  
of audition: \_\_\_\_\_

Dancer Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Primary Address: \_\_\_\_\_  
\_\_\_\_\_

Grade in School: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Parents' Names: \_\_\_\_\_

Parent's E-mail: \_\_\_\_\_

**Dance/Movement Information:** Please list the classes you are registered for this fall:

School Name: \_\_\_\_\_ # of classes: \_\_\_\_\_

School Name: \_\_\_\_\_ # of classes: \_\_\_\_\_

**2018 Summer Study:** Please list any movement/theater workshops attended

Workshop Name: \_\_\_\_\_ # days/week: \_\_\_\_\_

Workshop Name: \_\_\_\_\_ # days/week: \_\_\_\_\_

**Performance Availability: (circle one)** Both venues    Plattsburgh only    Lake Placid only

**Rehearsal Availability** Will you be available to rehearse Columbus Day weekend?  
(October 6-8) \_\_\_\_\_

**Role Information:** Roles are cast based on the individual dancer's technical or theatrical ability. What dance/movement/theater performances did the dancer participate in during the last 12 months?

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Are you willing to accept more than one role (circle one)    YES    NO

**Casting Information** The cast listing will be posted **Wednesday, September 12** online at [www.northcountryballetensemble.org](http://www.northcountryballetensemble.org)

**Audition and Participation Fees** **The audition fee of \$20 will need to be provided at the time of audition.** The participation fee (below) will need to be brought to the first rehearsal the dancer is attending. Please make checks payable to NCBE. If financial aid is needed, please contact [pnbe@yahoo.com](mailto:pnbe@yahoo.com) for availability and requirements.

Participation with NCBE: ages 5-9: \$100; ages 10-12: \$200; ages 13 and older: \$300

Please use the reverse to list any dates you will be unable to attend rehearsals. (See Absence Letter for more information.)

## **North Country Ballet Ensemble Nutcracker Rehearsal Absences**

The North Country Ballet Ensemble (NCBE) is committed to providing our audiences with a *Nutcracker* ballet of the highest quality. Ballet is an extremely complex art form, and requires lots of practice to make it perfect. This means the dancer must be committed to attending all rehearsals.

Absences from rehearsals really throw the whole team off. It affects the timing and spacing of other dancers. The rehearsal mistress must change her rehearsal plan and choreography to compensate for the absence. It also puts the dancer behind the rest of the group because changes are made at every rehearsal.

Ms. Schonbek requires written notification of absences not related to illness for review. Please follow the procedure for notification outlined below. Injured dancers are expected to attend all rehearsals and observe the rehearsal.



### **Absence Notification Procedure**



- 1) *Absences known ahead of time.* Submit in writing, BY SEPTEMBER 30<sup>th</sup>, to Ms. Schonbek via e-mail to [adncbe@yahoo.com](mailto:adncbe@yahoo.com) or mail to NCBE, PO Box 2871, Plattsburgh, NY 12901
- 2) *Absence due to illness.* Please call Ms. Schonbek at (518)569-3274 to report the illness.

Keep in mind that the Artistic Director, Ms. Schonbek, reserves the right to recommend to the Board that a dancer be removed from a role due to excessive absences or consistent tardiness.

***Thank you for being responsible about your rehearsal schedule and courteous  
to all fellow 'team' members!***

**North Country Ballet Ensemble  
Medical Contact Form**

Date: \_\_\_\_\_

Parent/Legal Guardian's name: \_\_\_\_\_

Address: \_\_\_\_\_

Parent / Guardian Phone numbers

Home: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_ Work: ( ) \_\_\_\_\_

Physician's Name: \_\_\_\_\_ Number( ) \_\_\_\_\_

Dancer's Name	Known medical conditions, including food / drug allergies Also any medications taken regularly

Emergency Contacts

In case of emergency, please contact: \_\_\_\_\_

Relationship to dancer: \_\_\_\_\_

Phone numbers: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_

Alternate emergency contact: \_\_\_\_\_

Relationship to dancer: \_\_\_\_\_

Phone numbers: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_

The above info is to be used in case parent / guardian is not present during rehearsal or performance. Contact attempts will begin with parent / guardian, then onto emergency contact and physician if necessary.

**North Country Ballet Ensemble (NCBE)  
Background Check Disclosure Agreement**

Name \_\_\_\_\_ Date of Birth\* \_\_\_\_\_

Home Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

\*DOB needed for background check.

Have you ever been convicted of a crime (including sex related or child abuse related offenses)? [If yes, please explain the nature of the crime and the date of the conviction and disposition.]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Background Disclosure***

For the safety of all the children performing with NCBE, all adults must clear the NYS Sexual Abuse Registry

I authorize the use of this information for a background check (please initial) \_\_\_\_\_

I release and hold harmless all parties involved from any and all liability for damages arising from requesting, procuring or furnishing the requested information except with respect to a violation of the Act. I authorize the employer and its agent/credit reporting agency and all associated entities and its clients to receive any criminal history information or credit report pertaining to me in the files of any state or local criminal justice agency.

***Please read the following carefully before signing this application:***

I certify that I have and will provide information that is correct and complete to the best of my knowledge. I understand that information contained on this form will be verified by NCBE. I understand that misrepresentations or omissions may be cause for my immediate rejection to participate with NCBE or my termination as a volunteer.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **North Country Ballet Ensemble Nutcracker Rules & Regulations -- dancers**

1. **ATTENDANCE** of rehearsals is of utmost importance. 100% attendance and 100% effort is expected for all rehearsals; however, NCBE does not want ill dancers to rehearse. Injured dancers are expected to attend all rehearsals and watch. Please follow NCBE's 2018 absence policy.
2. **PUNCTUALITY** at rehearsals and performances is critical for a dance company. You are expected to be ready at least 15 minutes before your scheduled rehearsal time. A dancer who is consistently tardy can have an adverse effect on the running of a rehearsal and will be reviewed by the Artistic Director.
3. **READINESS** for rehearsals is extremely important. You need to come ready to do your best: girls – hair pulled neatly back into a bun, wearing tights, leotard and ballet slippers; boys – properly dressed in loose pants or tights, shirt, and ballet slippers.

At NO TIME will you be allowed to rehearse or perform if the Artistic Staff suspects you may be under the influence of illegal drugs or alcohol. Violation of this rule will result in dismissal from the NCBE sponsored activity.

4. **RESPECT** for others is our code of conduct when you participate in NCBE activities.

NCBE believes all individuals deserve to be treated in a respectful manner. Profanity will not be tolerated, nor will arguing with Artistic Staff. The Artistic Staff reserves the right to ask a dancer to leave a rehearsal if they feel the dancer is being disruptive or negatively impacting others.

We expect that dancers will display mutual support and teamwork for each other. NCBE takes bullying very seriously. We expect dancers will not talk disparagingly about their dance peers nor NCBE adults, either in conversation or online. Reports of bullying or physical threats by an NCBE dancer should be made to the Artistic Director, Ms. Schonbek, immediately. Serious cases will be brought to the Board's attention.

We are also committed to respecting dancers and their families. If you feel you have been unjustly treated, please contact the NCBE Board President, Adam Sullivan, at [pncbe@yahoo.com](mailto:pncbe@yahoo.com).

5. **POSITIVE** thinking lets you do everything better than negative thinking. Excellence will be achieved as a result of always trying to do better. We must work together to achieve excellence. We will inspire each other through clapping and cheering. An NCBE dancer is a role model for others.
6. **PARENTS** are expected to make every effort to ensure their dancer arrives on-time for all rehearsals and to comply with NCBE absence procedures.

7. **THEATER WEEK** is a big commitment for the dancers and their families. Dancers will be required to attend rehearsals at Hartman Theatre, on the campus of SUNY Plattsburgh, Sunday, Monday, and Tuesday afternoon/evening, November 18-20; all day Wednesday, November 21; and all day for the performances Friday-Sunday, November 23-25.

We anticipate the theater schedule at LPCA for the Lake Placid performances will include some evening rehearsal Friday, November 30, as well as all day for the performances Saturday, December 1 and an afternoon performance Sunday, December 2. More exact times will be posted when available.

8. **THEATER ETIQUETTE:** We are guests on the SUNY Plattsburgh campus and Lake Placid Center of the Arts. We must respect the building and all of the staff who are helping us present a quality performance.
- a) QUIET must be observed while in the hallways, theater, and backstage
  - b) NO FOOD or DRINK is allowed in the theater at any time. We have a no nut policy due to severe allergies.
  - c) NO FOOD or DRINK (other than water) is allowed in the dressing rooms at any time.
  - d) No one is allowed in the backstage wings without permission.
  - e) You must remain in your assigned dressing rooms until requested. NO ONE is allowed IN ANY OF THE PUBLIC AREAS of Hartman Theater WHEN IN COSTUME, unless you are being escorted to your stage entrance.
  - f) If you are late for your company warm-up, please take the warm-up with the next group. Do not walk in late!

I \_\_\_\_\_ (print name) have read and understood the North Country Ballet Ensemble Nutcracker rules and regulations and agree to follow all policies outlined therein.

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(dancer's signature or parent)

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(date)

**North Country Ballet Ensemble**  
**Nutcracker Policies -- parent**  
(Revised 2018)

**Auditions**

***Background***

From NCBE's By-Laws, Article II(I) Purposes

"...to provide performing experience for young aspiring local dancers who are dedicated to the art of ballet, to offer them a means by which to gain experience through practice and performance."

The North Country Ballet Ensemble's annual holiday performance, *The Nutcracker*, is an important production for NCBE. It provides young, aspiring, local dancers the opportunity to dance in a classical ballet, perform in corps and small ensemble pieces, and dance alongside professionals.

The Artistic Director reviews the overall composition of the production from several viewpoints including size and staging of the corps and ensemble pieces, dramatic impact, cohesiveness, as well as the talents and desires of the performers themselves.

***Policy***

*The Nutcracker* is open to all North Country community members in school grades kindergarten through twelfth grade. Post high school students and adults are encouraged to participate in *The Nutcracker* as well.

All dancers, kindergarten through twelfth grade must participate in auditions as scheduled with their appropriate age level. All post high school dancers who are interested in roles are asked to contact the Artistic Director directly. All adult dancers who do not audition will be considered for Act I & II adult roles only. Roles that are deemed unfillable by the Artistic Staff will be discussed by the Board and Artistic Staff in order to cast dancers who may not be able to attend all rehearsals or the audition and the board will have final decision.

All who audition, must meet the NCBE requirements at the time of the audition (i.e. paperwork, fees, and attendance at meetings). All cast members must follow the attendance policy to maintain their casting.

The roles of Sugar Plum Fairy and Cavalier are reserved for professional dancers only. Professional dancers are defined as individuals whose primary income is generated by dancing. Non-professional dancers who can meet role guidelines may be considered on an individual basis. The Artistic Director shall select potential professional dancers and submit their names to the Board for final approval.

A late audition or inability to attend the audition may still result in casting on a case-by-case determination, if the request is submitted to the Board and the Artistic Director prior to scheduled auditions.

The Artistic Director and their designees will conduct the audition in a safe, professional and non-biased manner. A member of the Board may be asked to be a silent observer at auditions.

## **Casting**

### ***Background***

Casting is one of the most critical elements in *The Nutcracker* production, but one of the most difficult as well. Many dancers aspire to perform a certain role in *The Nutcracker* for many years; others look to the role as confirming their skills in, or enjoyment of, dance. It is also a community performance, one that NCBE strives to produce not solely as a performance vehicle for dancers, but also as a classical ballet of the highest quality for the enjoyment and entertainment of the audience.

These two needs must be balanced carefully during the casting process. As a result, Role Guidelines (see Exhibit A) were developed as a way for NCBE to communicate to dancers the skill-sets necessary for a particular role in *The Nutcracker*. They also ensure that a dancer maintains a certain athletic fitness throughout the rehearsal season.

### ***Policy***

Casting will be done by the Artistic Director, in consultation with their designees.

Factors affecting the role(s) cast for a dancer include:

- Audition performance
- Costume requirements
- Demonstrated work ethic
- Past performing experience
- Physical ability
- Production needs
- Role aspirations
- Teamwork and leadership

No role shall be cast based upon a dancer's family's financial support of NCBE, relationship to Artistic Staff, relationship to NCBE's Board of Directors, or their family's participation (volunteer or otherwise) in *The Nutcracker* or other NCBE productions and/or activities.

All roles cast are subject to change at any time at the discretion of the Artistic Director.

Dancers not meeting a particular role guideline at audition time may be cast due to natural ability or onstage personality; however, they must meet and maintain the role guidelines throughout the rehearsal season.

**By signing the Rules & Regulations Form, a dancer agrees to accept all roles cast and follow all NCBE policies. Dancers not accepting a role forfeit the privilege of performing in *The Nutcracker*.**

## **Removal of a Dancer from the Production**

### ***Background***

*The Nutcracker* ballet requires the dedicated efforts of all participants. Each piece danced is a combination of an individual's skills, their interactions with other dancers, and a complex synthesis of these elements called stage presentation. Even the simplest of pieces requires lots and lots of practice to produce the desired result.

Rehearsal absences, consistent tardiness, failure to meet and maintain role guidelines, and violation of NCBE rules and guidelines can adversely affect the entire production.



**Policy**

NCBE, its Artistic Staff and Board of Directors, reserves the right to remove from the production any dancer whose influence or actions are deemed harmful to themselves or others, and/or who will not follow the rules, policies, and/or guidelines of NCBE. If this occurs, no deduction or return of fee or any part thereof will be made.

The use of illegal drugs, tobacco, alcohol, fighting, foul or abusive language, gross misconduct, sexual harassment, or violation of NCBE rules, policies and/or guidelines are all examples of behavior that are grounds for immediate removal from the production.

For the safety of our dancers, NCBE requires a strict “NO NUT” policy during all rehearsals and performances. Some of our dancers have severe allergies to either tree nuts and/or peanuts (which are legumes). Tree nuts include, but are not limited to, walnuts, almonds, hazelnut, cashew, pistachio and Brazil nuts. Therefore all nut types, and nut containing products, should be avoided at all times during rehearsals and performances.

The parents of any dancer removed from the production may request to meet with the NCBE Board of Directors. If any member of the Board of Directors is related to the dancer, that member shall be disqualified from the decision and may only enter into discussions of the issue as deemed appropriate by other members of the board. The dancer, their parents, and any others deemed necessary by the Board of Directors may be asked to attend the meeting. The Board of Directors shall present the dancer and their family and the Artistic Director with its decision in writing within five (5) days of the meeting. Any decision made by the Board of Directors shall be considered final.

I, \_\_\_\_\_ (print name), have read and understood the North Country Ballet Ensemble Nutcracker Policies, and agree to follow all policies outlined therein.

I \_\_\_\_\_ grant the North Country Ballet Ensemble (NCBE) and their representatives permission to take and utilize photos or video images of my child participating in NCBE activities for promotional purposes.

Name : \_\_\_\_\_  
Printed

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Exhibit A**  
**North Country Ballet Ensemble**  
**Nutcracker Role Guidelines**

To maintain a high quality production, the North Country Ballet Ensemble (NCBE) has developed role guidelines. These guidelines help dancers avoid injury during *The Nutcracker* season. They pertain most to those who are dancing in more technical roles. The number of roles cast has to do with the number of classes registered for, and prior dance experience. There is no guarantee of a role based solely on the number of classes a dancer takes, or their ballet level in their studio.

**\*Class means any form of dance, gymnastics or skating instruction**

**\*\*Pointe work required does not indicate that ALL dancers will be en pointe**

Final Casting is made at the discretion of the Artistic Director.

<b>Children's roles in <i>The Nutcracker Ballet</i>:</b>	<b>Upon accepting the role(s), it is suggested that you take the following:</b>
Party children	1 or more classes / week
Claire's friends	2 or more classes / week
Mice & Soldiers	All ability levels needed
Polichinelles	2 or more classes / week
Sugar Plum Attendants	1 or more classes / week
Cherubs	1 or more classes / week
Reindeer in Snow and Angel scene	1 or more classes / week
Snow	3-4 ballet classes / week **pointe work required
Waltz of the Flowers	3-4 ballet classes / week **pointe work required

Act 2 Divertissement Corps roles that require 2 or more classes/wk:

Spanish, Chinese Quartet, Russian, Little Waltz

Acts 1 & 2 Divertissement Featured roles that require 3-4 classes a week or permission of the Artistic Director

Claire, Claire's Angel, Battle Angel, Nutcracker, King Mouse & Mouse Major, Dolls, Angel Quartet, Chinese Trio, Candy Cane Quartet or Quintet, Arabian, Candy Cane Soloist, Spanish Soloist, Dew Drop Fairy

**Boys Roles in *The Nutcracker Ballet*:**

Fritz, Party Boys, Soldiers, Prince, Page, Russian, Chinese. It is recommended that all boys take class at a local studio during the rehearsal period of *The Nutcracker*.