

**NOTES FOR IBT JUNGLE BOOK PARENT MEETING**  
**January 28 2018**

**I. Introductions**

**II. Code of Conduct Applies**

**III. Cast Pages**

Logging in to cast pages [www.ibtbellevue.org](http://www.ibtbellevue.org), click on **cast sign-in** at the bottom right of the page. Password is IBT2017. **Announcements are on the Cast Home Page** and details will be on the **Jungle Book** tab

**IV. Rehearsals**

Rehearsals will be ongoing up until the date of the production. The rehearsal schedule and theatre schedule will be posted on line at [www.ibtbellevue.org](http://www.ibtbellevue.org) cast pages and at the studio. Please check these frequently, as there are often changes during the week.

**Four younger cast members (Ballet III and younger) Rehearsals are not planned for Feb 17-18, 2018 (mid winter break / President's Day weekend)**

**V. At the Theatre**

A. Call time at the theatre. What is it? The theatre schedule will list "call times". This is the time your dancer is required to be at the theatre. Call times are typically 1-2 hours before show time

B. Theatre Rehearsals - Dancers are required to attend all theatre rehearsals. Theatre schedule will be posted by Ms. Vera by the end of Feb

March 8<sup>th</sup> - Dress Rehearsal at Meydenbauer (time to be determined)

Dress rehearsal - Dancers are required to show up to these rehearsals with required hair and makeup completed at home.

C. Show Times (not arrival times)

- Friday, March 9, 2018 - 10:30am Performance for Schools (call time likely 9am)
- Saturday, March 10, 2018 - 1pm and 4pm
- Sunday, March 11, 2018 - 2pm

D. Arriving

a. When you arrive at the theatre, there will be a volunteer in the lobby to greet dancers in 5 and 6 year old classes and Levels I-III. You will sign your child in leaving your name and cell phone number. Your child will then be escorted to their dressing room by a volunteer. Parents, that are not volunteers, are not allowed backstage.

b. Dancers in IVB and above can go backstage by themselves. They will sign in on the backstage sign in list.

c. Approximately 15 minutes after your child arrives at the theatre, most will have a warm-up class with either Ms. Hiromi or Ms. Vera. When the kids arrive after call time, it is very stressful for them. They need an opportunity to get settled in their dressing room, and get acclimated to the theatre.

d. Pick-up is in the lobby. Dancers in 5 and 6 year old classes and Levels I-III will need to be signed out by a parent or adult.

e. The Performance for Schools is scheduled for Friday, March 9<sup>th</sup>. Call time will likely be 9am + / - for the 10:-30am school show. The run time of the show is about one hour. Expect to pick up at 11:45am - 12pm. A confirmed pick up time will be posted on the sign-in list.

**VI. Illnesses and Emergencies**

A. It is extremely important that your dancer attend all rehearsals and shows.

B. If there is an emergency, and your child cannot attend, it is very important that you contact one of the production managers as soon as possible.

Text should your dancer's name, role, your name and issue / question.

C. When a child misses a show, Ms. Vera / Mr. Jerry will need to redo choreography. It is very important that we know right away if your child won't be there.

**VII. Make-up**

Dancers are responsible for purchasing their own make-up. There is a detailed list of make-up needed by role on the bulletin board and it will be posted on the cast page online later this week. Most make-up is available at Bartells. Downtown Bellevue (8<sup>th</sup> St) has the largest selection if you are not able to find colors at your local Bartells. Please don't leave this until the last minute as your colors may not be available.

Please put name on make-up container and please do not share make-up.

### VIII. Hair

Information will be posted on the bulletin board and Jungle Book cast page in the next couple of weeks. Hair should be done at home. Most characters will be wearing a unitard with a hood so the hair will not show. However, the shape of the hair under the hood will be important. E.g. high bun, low bun, braids, etc.

### IX. Shoes

Most characters in Jungle Book wear ballet slippers. You will need to buy new ones that can be dyed so all the characters in the group have the same color. Please see bulletin board and Jungle Book Cast page for shoe information. **All the shoes should be turned in to the front desk no later than February 21st.**

Please put your student's shoes in a gallon sized ziplock bag with your student's name written on the bag. The inside of each shoe should also have your student's First Name and Last Initial. Please use a Sharpie and not tape. This will help us make sure dyed shoes are available for the dancer

### X. What to bring to the theater

- A. Snacks- Please make sure you provide your dancer with healthy, non-messy snacks. Also provide a full water bottle. No nuts and no messy snacks.
- B. Make-up in a make-up case and extra hair supplies (hair should be done before arriving at the theatre)
- C. Girls: class leotard not nude, class tights, class ballet slippers. If you have a camisole leotard (no sleeves, please bring also. We will have nude leotards available to borrow to wear under the unitards)
- D. Boys: t-shirt, tights, ballet slippers
- E. Wear street clothes over ballet attire. Hoodies with zippers work well as they do not mess up the hair.
- F. Wear street shoes
- G. Quiet activity to work on between scenes
- H. Manners and respect-

### XI. Theatre rules

The only adults allowed backstage (past the foyer) are those volunteers assigned to work in the dressing rooms, stage wings, sewing room, and those escorting dancers to their specified area. Please do not go back stage to look for your dancer. The Meydenbauer staff is extremely strict about this, as is Ms. Vera. When you pick your child up from rehearsals, please do not go into the theatre to watch. Again, Ms. Vera is very strict about this.

### XII. Volunteering

- A. Hours
  - Please see your performance contract for specifics
  - 5 hours per family for ballet 5 and 6 year olds
  - 10 hours per family for Ballet Levels 1 +
- B. Use Sign-up Genius to Sign-up. The link will be on the Jungle book cast page after the cast list is posted <http://www.ibtbelleveue.org/ibtjunglebookcastinfo>
- C. Roles and Responsibilities
- D. We like to have a lead for each area. We are still looking for leads for the dressing rooms. General descriptions are posted on the cast home page <http://www.ibtbelleveue.org/castpagehome>
- E. If volunteer hours not met, then there is an option to pay extra with non-volunteer fee. Please see Performance Contract for details.
- F. Volunteer Sign-up on Signup Genius link will be posted on the Jungle Book page Log into cast-sign-in on [www.ibtbelleveue.org](http://www.ibtbelleveue.org)

### XIII. Question and Answers

Questions: [ibtballetvolunteers@gmail.com](mailto:ibtballetvolunteers@gmail.com) .

Please include your child's name and role with your email. We don't always have access to all parent names and the cast list when we are responding to your email.