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San Diego, CA 92103

**Balletcenter East**  
14860 Olde Highway 80, Suite A  
El Cajon, CA 92021

September 13, 2018

Dear Students and Parents,

I am delighted to announce that we have begun rehearsals for our presentation of *The Nutcracker*. The stage rehearsals will be November 29 and 30 from approximately 4:00-8:00 p.m. We will perform on Saturday, December 1 at 2:00 p.m. at the beautiful, state-of-the-art Joan B. Kroc Theatre on University Avenue. It has a beautiful house which seats 500 people, as well as, all the theatrical capabilities to enable us to create a spectacular performance. The theatre has several beautiful, large dressing rooms and closed circuit televisions in the dressing rooms so that those who are kind enough to volunteer and the dancers who are waiting to perform will be able to see what is happening on stage.

Because of the short time frame we have to mount this production, I ask that you read the attached information carefully and complete the attached form NO LATER THAN SATURDAY, OCTOBER 13. I will need to know how many dancers plan to participate in order to make, alter, and purchase the costumes in time for our performance. Each family will pay an all-inclusive Performance Fee of \$210. This includes the cost of costume rental, the Post-Concert Gathering, and entitles each family to two free tickets. Any extra tickets can be purchased for \$30 for adults and \$25 for children.

**If you need to make special arrangements regarding your payment, please do not hesitate to speak with me. I would never want a child to miss out on this wonderful opportunity for financial reasons.**

I hope you will join us. I thank you in advance for your cooperation. As always, should you have any questions or concerns, please do not hesitate to call me on my cell at 619-322-7328 or email me at Michelle@BalletcenterStudios.com.

Warmly,  
*Ms. Michelle*

**Performance**

At the Joan B. Kroc Theatre  
6611 University Avenue, San Diego, CA 92115

Saturday, December 1, 2018 at 2:00 p.m. (Dancers' call 12:30 p.m.)

**Stage Rehearsals**

All classes are canceled on days of Stage Rehearsals and Performance.

Rehearsals are in lieu of regular classes.

Thursday, November 29, 2018 5:00-8:30 p.m. (Dancers' call 4:30) \*  
Staging and Tech rehearsal. We will run the entire performance cue to cue.

Friday, November 30, 2018 4:00-8:00 p.m. \*  
Dress Rehearsal.

\* Limited rehearsal times for Kinderdance and Nurseridance TBA

**Volunteers**

As always, the success of our production is contingent upon the participation of our dancers' families. I hope many of you will be willing to make this the best experience for our children as possible. Please let me know if you are able to help!

Costume Mother. Each dance will need someone to take the costumes from the studio and transport them to the theatre during the first Stage Rehearsal, then return the costumes back to the studio after the performance. The costumes remain at the theatre until after the performance. She will be responsible for collecting the costumes after each use and counting them to make sure none are lost. You will also need to police dancers so they do not eat or drink in costume. Rehearsal and Performance Chaperones. According to the policy of the theatre, we must have one parent per ten children to serve as chaperones. You will also need to police dancers so they do not eat or drink in costume or in the theatre.

If you would like to participate and help in any of these capacities please text or call me at  
**619-322-7328** or email me at [Michelle@Balletcenterstudios.com](mailto:Michelle@Balletcenterstudios.com).

**Costumes**

**INCLUDED IN THE PERFORMANCE FEE IS THE COST OF COSTUME RENTAL.** Please do not eat or drink or allow your child to eat or drink in costume. All female dancers should wear pink tights and pink ballet slippers. Exceptions are as follows.

- Party Boys                      black ballet slippers
- Soldiers                         black ballet slippers
- Spanish boys                  black ballet slippers

**Makeup and Hair**

Stage makeup is worn to enhance facial features because the stage lights cause the dancer's features to be lost. Stage makeup should be applied more heavily than street makeup. All hair must be off the face. If the hair is long enough, please put it in a bun. The very young children do not need to put their hair up if you are unable. Please leave all jewelry, watches, and valuables at home. Bring extra bobby pins, safety pins, makeup, hair spray, needle and thread for emergencies, etc.

**Tickets**

**THE PERFORMANCE FEE ENTITLES YOU TO TWO FREE TICKETS.** Extra tickets are available on a first-come, first-served basis at \$25.00 for children and \$30 for adults. You can purchase extra tickets at [www.Balletcenterstudios.com](http://www.Balletcenterstudios.com) one month prior to the show. If you have unused tickets, please return them so we have an accurate count as to how many tickets we can sell.

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Performance Fee                      \$210 PER FAMILY Includes Performance and Costume Fees,  
Post-Concert Gathering, and Two Tickets

**PLEASE RETURN FORM EVEN IF YOU WILL NOT BE PARTICIPATING**

**PLEASE RETURN BY SATURDAY, OCTOBER 13, 2018**

\_\_\_\_\_ [student name(s)] WILL participate in the performance.

\_\_\_\_\_ [student name(s)] WILL NOT participate in the performance.

If participating, please enclose \$210 Performance Fee per family.

Please contact me if you need to make special arrangements.