



## ***Alice in Wonderland* 2024**

Dear Parents/Guardians and Performers,

The following packet has been put together to help answer any questions you may have regarding the production of *Alice in Wonderland*, featuring a full-length telling of this classic story as well as an additional contemporary ballet work. Additional information will be distributed throughout the semester with regards to rehearsal schedules, parent volunteer opportunities, costume and stage makeup requirements, and other important dates or information.

**We will primarily be using email for communicating with parents and performers, so it is extremely important that you provide a reliable email address on the Audition and Consent Form. This form can be found [at this link](#) and must be submitted to Springfield Ballet before the dancer's audition date and time.** We encourage any and all questions regarding the production to be sent via email. **We would also recommend that you add the email addresses below to your contact list in order to avoid any emails going to your spam or junk mail.** Please check your Junk, Spam and Gmail Promotions folder as our emails sometimes get filtered there, especially since we are using a new system, Jackrabbit Dance. Contact information is listed below for your reference:

**Email for all Production communications: [production@springfieldballet.org](mailto:production@springfieldballet.org)**

**Phone: (417) 862-1343**

**Website: [www.springfieldballet.org](http://www.springfieldballet.org)**

For School related inquiries, please contact Ashley Paige Romines, Artistic Director at [apromines@springfieldballet.org](mailto:apromines@springfieldballet.org).

For Office/Business related inquiries, please contact Abigail Lind, Executive Director at [alind@springfieldballet.org](mailto:alind@springfieldballet.org).

### **TICKET SALES**

Tickets for the production are on sale now. You may purchase tickets through the Landers Theatre box office by calling (417) 869-1334 or at [www.landerstheatre.org](http://www.landerstheatre.org). Ticket prices\* \$31-\$33 for adults, \$27-\$29 for students/senior/military, \$23-\$25 for children 12 and under, \$23-\$25 for groups of 12 or more, and \$60 for at home streaming. \*Additional processing fees may apply to single ticket purchases

### **GOOGLE DRIVE**

As outlined above, we will be using email to send out communications and rehearsal schedules. We will also put rehearsal schedules, other documents and music links into a Shared Google Drive folder for performers and their families to access.

### **CAST LIST**

The Cast List will be emailed and posted on Springfield Ballet's bulletin board no later than **Saturday, January 27 at 5:00pm.**

**[AUDITION & CONSENT ONLINE FORM](#) – PLEASE SUBMIT BEFORE YOUR DANCER'S AUDITION TIME**

Thank you for auditioning for a role in Springfield Ballet's production of *Alice in Wonderland*. Being a part of a production is a rewarding experience for dancers of any age and offers numerous learning opportunities for all involved. Thank you in advance for allowing your child to participate and for your cooperation in helping make this production a success!

Cordially in dance,  
Ashley Paige Romines  
Artistic Director



## Criteria and Rules for Participation in *Alice in Wonderland* 2024

Please read over the criteria and rules carefully with your child. Signing the consent form to participate implies understanding and acceptance of these rules.

### Criteria

1. **Auditions** are open to students 5 years through adult. (Dancers must be five-years-old by August 1, 2023.) Auditioning dancers should be prepared to perform combinations in ballet as directed by the artistic staff for roles in *Alice in Wonderland*. Proper dancewear and shoes are required.
2. Springfield Ballet **requires** that a parent attend one of the informational meetings with their child(ren) if the dancer is under 18 years of age. Please inform us if a contagious illness prevents you from attending, and we may provide a virtual option.
3. Springfield Ballet will provide most of the **costumes** needed; however, each dancer will be required to provide basic dancewear items, including appropriate footwear, tights, and leotards. A damage or replacement fee will be charged for damaged or lost costumes.
4. It is understood that **each participant will maintain a training schedule** appropriate for age and skill-level. This is to ensure a high performance level throughout the production process. Each participant must be currently enrolled in dance classes, not necessarily at Springfield Ballet. Dancers whose training schedule is reduced after being cast may be asked to step down from their role(s) with an understudy taking their place.
5. All cast members must pay a non-refundable production fee: \$100.00 for Springfield Ballet students enrolled in the Winter/Spring 2024 semester or \$150.00 for non-Springfield-Ballet-students. **All production fees are due by February 9.** Failure to do so may result in a late fee assessment of \$20.00 and/or dismissal from the production.

### Rules

1. **Casting decisions** are at the sole discretion of the Artistic Director. Students and their parents must be prepared to accept the role(s) and cast to which they are assigned without question; otherwise, dismissal from the production may result. It is very important that a positive atmosphere be cultivated from the beginning of the production process. Failure to accept a particular role or cast after your child has turned in the consent form will result in not being eligible to audition for Springfield Ballet's 2024-25 season, including *The Nutcracker* in 2024 and the Spring 2025 production.
2. **All rehearsals are mandatory.** Please consult the *Detailed Schedule* and *Rehearsal Expectations* documents for specific dates and times (subject to change as needed). In order to provide a professional experience for students and accomplish as much as possible in a short period of time, all rehearsals are closed to parents. Dancers should wear freshly laundered leotards and tights, have appropriate footwear for each rehearsal and be on time and adhere to all schedules. Taking a dance class prior to rehearsal is encouraged. If taking a class prior to a rehearsal isn't available or an option for your dancer, dancers should arrive in enough time to give themselves a thorough warm-up and transition into practice. Latecomers run the risk of dismissal from the performance. Professional behavior is expected of every performer at all times. Children must conduct themselves in a quiet, orderly fashion during all rehearsals, costume fittings and performances. No running, pushing, shoving, or abusive language is permitted. No eating, drinking, or sitting in costume. No sitting or standing on counters or tables. No touching props or scenery. No disrespect to Springfield Ballet or Landers Theatre staff or supervisors. Children are expected to clean up after themselves in the restrooms, keep track of their personal belongings and place all belongings in designated areas. Theft, vandalism, and graffiti are strictly prohibited and will be grounds for immediate dismissal. Writing in or otherwise defacing the costumes or other Springfield Ballet or Landers Theatre property is also grounds for dismissal.
3. **NO absences are allowed whatsoever from dress rehearsals and performances and NO absences are allowed from rehearsals except for extraordinary situations** (one's own religious ceremony, school required event, short-term injury or contagious illness). Social events will not be considered valid reasons to miss rehearsal. Every anticipated conflict must be brought to the director's attention well before the event (please list requested absences on the Audition and Consent Form). Long-term contagious illness or injury subjects the dancer to dismissal. It is the responsibility of the dancer to remain healthy. If a dancer misses a rehearsal due to short-term illness (1-3 days), the absence may be excused as long as Springfield Ballet is informed before the rehearsal begins. In the event of a contagious illness, dancers may be permitted to attend rehearsals virtually. Please contact [production@springfieldballet.org](mailto:production@springfieldballet.org) to get approval to attend virtually. Any dancer participating in a virtual rehearsal shall collaborate with the Artistic Director or Associate Artistic Director to develop a plan for the dancer in conjunction with the advisement of the dancer's medical team. Directors may request a doctor's note to allow rehearsals to be attended virtually. One unexcused absence constitutes grounds for dismissal from the production. Performers who have absences (excused or unexcused) may be asked to schedule a make-up rehearsal with the director or rehearsal assistant. These make-up rehearsals cannot fully replace missing a rehearsal as they are done privately with the director or rehearsal assistant as opposed to with the full group, but may be deemed necessary to ensure the dancer is prepared for the performances. The director will contact the dancer's family should it be determined that a make-up rehearsal is necessary. Cost for the make-up rehearsal is the private lesson rate (\$16.25 per quarter-hour increment needed, \$65/hour) and is due at the time of the make-up rehearsal.



## Alice in Wonderland 2024 Detailed Schedule

All rehearsals will be held at Springfield Ballet, The Creamery Arts Center, 411 N Sherman Pkwy., Springfield, unless otherwise noted.

Thursday, January 18	6:45-7:10 pm 7:10-8:00 pm	Registration and Measurements ( <i>age 11+, en pointe</i> ) <b>MANDATORY PARENT/PERFORMER MEETING</b> ( <i>A parent and the performer must attend the meeting on either Jan 18 or Jan 20, but is not needed for both.</i> )
Thursday, January 18	7:45-9:30 pm	<b>Auditions (ages 11 and up, en pointe)</b>
Saturday, January 20	12:00-12:40 pm 12:40-1:30 pm	Registration and Measurements ( <i>age 5+, not en pointe</i> ) <b>MANDATORY PARENT/PERFORMER MEETING</b> ( <i>A parent and the performer must attend the meeting on either Jan 18 or Jan 20, but is not needed for both.</i> )
Saturday, January 20	1:15-2:15 pm 2:30-3:45 pm 4:00-5:30 pm	Auditions (age 5-7) Auditions (age 8-9) Auditions (age 10 and up, not <i>en pointe</i> )
Saturday, January 20	4:00 pm	All audition and consent forms are due
<b>*Makeup auditions scheduled on a per case basis. Prior to January 12, contact Ashley Paige Romines at <a href="mailto:apromines@springfieldballet.org">apromines@springfieldballet.org</a>.</b>		
Starting as early as January 27	Various	Rehearsals/Fittings begin as called by director during following timeslots: Thursdays 7:15-9:30pm, Fridays 6:45-8:45pm, and Saturdays 12:15-6:00pm
February 1-3	TBD	Photo Shoot - Participants TBD
Friday, February 9	<b>ALL PRODUCTION FEES ARE DUE – return to Business Office</b>	
Sunday, February 25	3:00-5:00pm	<b>Carnival of the Animals</b> - Children's Workshop (ages 3-8) – To register, visit <a href="https://springfieldballet.org/Workshops">https://springfieldballet.org/Workshops</a> , currently accepting registrations
Friday, March 8	8:00 am-4:00 pm	<b>No School... Let's Dance! Workshop</b> (grades 1 <sup>st</sup> -4 <sup>th</sup> ) – To register, visit <a href="https://springfieldballet.org/Workshops">https://springfieldballet.org/Workshops</a> , currently accepting registrations
March 11-March 16	Various	Spring Break— <b>rehearsals may be held March 15 &amp; 16 if needed</b> , no classes held this week (Rehearsals <b>will be</b> held March 7-9.)
Sunday, March 24	3:00-5:00pm	<b>Alice in Wonderland</b> - Children's Workshop (ages 3-8) – To register, visit <a href="https://springfieldballet.org/Workshops">https://springfieldballet.org/Workshops</a> , currently accepting registrations
Saturday, April 6	12:15-3:00 pm—specific times for roles TBD	<b>Stage Makeup Application</b> —Learn standard stage makeup application and <i>Alice in Wonderland</i> character applications. <b>MANDATORY</b> for ALL NEW performers and for certain roles (TBD) to ensure uniformity on stage.
April 18-20	Various	Stage Make-up and Performance Case Supply Inventory Check <b>MANDATORY</b>
Saturday, April 27	12:30-6:00 pm	<b>MANDATORY Full studio run-through</b> of <i>Alice in Wonderland</i> in entirety, plus cast photos and Guild cast celebration
Sunday, April 28	TBA	Keep date open for afternoon rehearsals if needed (Schedule TBD by April 12)
Monday, April 29- Sunday, May 5	<b>Production Week Schedule—More Detailed Schedule TBD</b> <i>Schedule below is tentative and subject to change</i>	
Monday, April 29	5:00 pm 5:30 pm-9:30 pm	<b>MANDATORY</b> Parent and Performer Meeting at Landers Theatre <b>Blocking Rehearsal</b> at Landers Theatre
Tuesday, April 30	5:00 pm-6:00 pm 5:45 pm-9:30 pm	<b>Warm-up</b> at Landers Theatre <b>Technical Rehearsal</b> at Landers Theatre
Wednesday, May 1	5:00 pm-6:00 pm 7:00 pm-9:30 pm	<b>Warm-up</b> at Landers Theatre <b>CLOSED Tech/Dress Rehearsal</b> at Landers Theatre
Thursday, May 2 am	8:00 am-1:15 pm	<b>SPS 2<sup>nd</sup> grade performances – abbreviated</b> ( <i>Selections and Casting TBD, Performances at 9:30 am &amp; 11:45 am</i> )
Thursday, May 2 pm	5:00 pm-6:00 pm 7:00 pm-9:30 pm	<b>Warm-up</b> at Landers Theatre <b>CLOSED Dress Rehearsal</b> at Landers Theatre
Friday, May 3	5:30 pm-10:00 pm	<b>Performance at 7:30 pm</b> at Landers Theatre
Saturday, May 4	10:00 am-7:30 pm	<b>Performances at 12:00 pm &amp; 5:30 pm</b> at Landers Theatre
Sunday, May 5	12:00 pm-4:00 pm Approx. 4:00-5:15 pm	<b>Performance at 2:00 pm</b> at Landers Theatre Strike—all performers age 10+ required to help
May 4-5	TBD	<b>ArtsFest</b> on Historic Walnut Street
Saturday, May 11	TBD	<b>2024 School Showcase</b> end-of-year performance <i>Details TBA</i>
June TBD	TBD	<b>Rendezvous en Pointe</b> Springfield Ballet Fundraiser <i>Casting TBD</i>

- All rehearsal schedules and other important information will be emailed, posted on the ballet bulletin board at The Creamery Arts Center and shared in a Google Drive folder. Please check for the schedules and information on a regular basis.
- Other tour performance opportunities may arise. Any updated information will be announced via email.
- Dancers also need to be available for **costume fittings**. Please check emails and the bulletin board on a regular basis to obtain the costume fitting schedule. Most costume fittings will take place during rehearsal time blocks, but sometimes we need dancers outside of those times.



## Alice in Wonderland 2024 Rehearsal Expectations

Below is an explanation of what is expected of the dancers with regards to rehearsal time commitments and how many conflicts are permitted. Most roles rehearse 1-2 times per week for 30-90 minutes. Rehearsals will begin as early as January 27; however, some roles may not begin rehearsing until mid to late February. As a reminder, dancers are expected to arrive early and be ready to dance at the scheduled time of each rehearsal.

**NEW ATTENDANCE NOTE:** Dancers are permitted to list the number of conflicts as outlined below; however, dancers will only be permitted to miss a maximum of 2-3 rehearsals for each role (conflicts + illness). A dancer runs the risk of being dismissed from the production or asked to step down from a particular role if more than 2-3 rehearsals for that role are missed.

**Roles to rehearse during Thursday 7:15-9:30 pm, Friday 6:45-8:45 pm and Saturday 12:15-6:00 pm:**

*Most of the roles below are typically for dancers in Ballet 3 through Ballet 7 (maybe some from Ballet 2).*

**Expectation for rehearsal commitments is listing a maximum of 2 Thursday conflicts, 2 Friday conflicts and/or 2 Saturday conflicts, with no more than 4 total conflicts listed.** Please indicate any individual dates and the reason that you are not available to rehearse in your listed conflicts.

**Roles to rehearse during Saturday 12:15-6:00pm** (possibility of a Friday 6:45-8:45 pm rehearsal time for some roles for dancers in Ballet 1 and Ballet 2):

*Roles for dancers in Pre-ballet, Ballet 1, Ballet 2.*

**Expectation for rehearsal commitments is listing a maximum of 2 Friday conflicts and/or 2 Saturday conflicts, with no more than 4 total conflicts listed.** Please indicate any individual dates and the reason that you are not available to rehearse in your listed conflicts.

### **\*\*\*IMPORTANT NOTES\*\*\***

- For all listed conflicts, please list the conflict date and the reason for the conflict.
- If you are available for part of a rehearsal time block (for example, on a Saturday you could rehearse anytime from 12:30-3:00, but you are not available to rehearse after 3:00), please indicate that on the form.
- Rehearsals WILL BE held during the weekend of March 7-9 and may be held March 14-16, in the instance of inclement weather cancellations or other extraordinary circumstances. If you have a scheduled vacation during that time, please list it on the audition & consent form, and the dates will count toward the maximum conflict allotment.
- Rehearsals WILL BE held on March 28-30, Easter weekend.
- Anyone wanting to list April 11-13 or April 18-20 as a conflict needs to get the director's approval prior to Feb 1.
- No conflicts are allowed for April 27 or April 29-May 5 (production week), except for extraordinary circumstances. These will be approved on a case-by-case basis and need to be brought to the director's attention at or before the auditions.
- If you have more conflicts than what is permitted (as listed above), each additional conflict date needs the director's approval.
- It is expected that all conflicts are listed on the audition and consent form. Any additional conflicts school-required event conflicts or one's own religious ceremony conflicts added after rehearsals begin needs the director's approval. Trips and vacations cannot be added as conflicts after rehearsals begin.
- No conflicts (except illness) may be added after February 1. HOWEVER, if you already listed the maximum allotment of conflicts, adding additional conflicts later, including missing numerous rehearsals for illness, could result in dismissal from the production.



## Frequently Asked Questions for *Alice in Wonderland* 2024

### What is the *Alice in Wonderland* Production?

One of two main-stage productions performed annually by Springfield Ballet

### When and where are performances held?

Landers Theater performances are **scheduled for Friday, May 3; Saturday, May 4; and Sunday, May 5**. It is a possibility that not all performers will perform in all shows; however, they must be ready to fill in for their alternate in another cast in case of injury or illness. There will be a total of four performances. We will tentatively hold closed dress rehearsals on the evenings of Wednesday, May 1 at 7:00pm and Thursday, May 2 at 7:00pm. Additionally, we will perform abbreviated selections for Springfield Public School 2<sup>nd</sup> graders on Thursday, May 2, during an approximate time frame of 8:00am-1:15pm. These will be daytime performances and only the cast dancers (TBD) will be needed.

### Who is eligible to audition and participate?

Any dancer 5 years through adult is eligible to audition for *Alice in Wonderland*. Five-year-olds must be five by August 1, 2023. Students are expected to maintain an appropriate training schedule for their level and to continue attending their regular dance classes as scheduled during *Alice in Wonderland* rehearsal period.

### What is the cost to participate in the production?

The audition is free of charge. If cast, all cast members must pay a non-refundable production fee: \$100.00 for Springfield Ballet students enrolled in the Winter/Spring 2024 semester or \$150.00 for non-Springfield-Ballet-students. **All production fees are due by February 9**. Failure to do so may result in a late fee assessment of \$20.00 or dismissal from the production. Springfield Ballet is a not-for-profit organization. The production fee helps to cover the cost of use of the costumes, rehearsal time, and a production poster. Other costs associated with the production are tickets to the performances and personal costume items (see below).

### How do I know if my child is ready for this experience?

Ask your child's dance instructor if you are unsure. Dance instructors see sides of a child in the studio that may not be apparent in their home or academic settings. You should plan on not being able to be with your child at all times (during rehearsals and backstage during performance). If you or your child is not ready for this, then please consider waiting to participate at a later time. Please make sure you can meet all of the rehearsal commitments before committing to participate.

### How does the audition process work?

1. The dancer will get measured and confirm Audition and Consent Form has been filled out online prior to the audition.
2. Then, students will be put into small groups and asked to perform various steps and combinations as directed by the artistic staff. Consideration will be given to technical and artistic skills, as well as height and size. Feedback will not be given at the audition itself.
3. A casting sheet will be posted by Saturday, January 27 at 5:00pm. We will post the cast list on Springfield Ballet's bulletin board at The Creamery as well as email it. Please do not call the office for casting information.
4. Rehearsals begin. A dancer's attitude and participation in rehearsals will be considered for casting in a specific role.

### What is appropriate attire for the audition and what is the attire for rehearsals?

Ladies—Springfield Ballet dress code colored leotards is expected at auditions and in rehearsals, Black leotards for non-students is accepted, pink footed or convertible tights, pink ballet slippers, hair slicked back to a bun, pointe shoes (if applicable). (Dancers in Ballet 4A+ should wear a black leotard to auditions.)

Gentlemen—White t-shirt, black tights or pants, black ballet shoes with white or black socks

Once rehearsals begin, all performers should follow Springfield Ballet's dress code for rehearsals.

### What if my child doesn't get a part or doesn't get the part they wanted?

Please talk with your child about this possibility in advance and emphasize that as long as something is learned from the experience, it is worthwhile. Parents and children must be prepared to accept the role and cast as assigned by the director/choreographer without question.

### What can dancers expect to get out of the production experience?

Children will:

- Learn how to work among several levels of dancers
- Handle their emotions constructively
- Increase their self-sufficiency
- Watch the development of choreography



- Learn and practice dance etiquette in rehearsals, backstage and on-stage
- Observe many aspects of staging a theater production

### **Do I have to buy, rent, or clean costumes?**

No, but a damage or replacement fee will be charged for any costumes returned in poor condition or not returned at all. Costumes are property of Springfield Ballet. Dancers will need to provide their own tights, footwear, leotards, hair accessories, jewelry and makeup. A detailed list of all costume requirements will be distributed in February/March, and a detailed list of the hair and makeup supplies will be distributed at the Hair and Stage Makeup Application workshop.

### **What are the rehearsal commitments?**

Performing artists **must** be at every rehearsal, on time, for the complete duration of the rehearsal.

- Weekly rehearsals will begin as early as Saturday, January 27<sup>th</sup>. Please see Detailed Schedule. Not all roles will begin rehearsing right away.
- Rehearsals will be held Thursdays 7:15-9:30pm, Fridays 6:45-8:45pm, and Saturdays 12:15-6:00pm. Dancers must be available to rehearse during these times but will not be needed for all times listed.
- All rehearsals will be posted on the bulletin board and emailed no later than the Thursday of the week prior to the next rehearsal week. Please be patient and open to rehearsal times.
- Other times all cast members will need to be at the studio or theater include: costume fittings, makeup workshop, performance case supply check, studio run-through, blocking and technical rehearsals, dress rehearsals and all cast performances. Performers ages 10 and up must participate in strike after the last performance. Please check the detailed schedule.

### **What are blocking, technical and dress rehearsals?**

Blocking rehearsals (usually combined with technical rehearsals) involve placing dancers on stage so they understand where to go and what to do during the performances. Technical rehearsals are done on the performance stage so that the technical crew can set up and design lighting, scenery, props and sound for the actual performances. Even though the dancers have been rehearsing for weeks, it looks and feels different on the real stage. Blocking and technical rehearsals are generally long and tedious because the dancers might not do a lot of “dancing” during them, but they are absolutely essential to successful performances. Dress rehearsals include costumes and makeup, and usually run through the entire performance. All blocking, technical and dress rehearsals are **mandatory** for all performers.

### **Can parents sit in on rehearsals, especially for their young children?**

No. Parents are not allowed in any rehearsals at any time. If a child isn't ready for the rehearsal process, they are not ready for the challenges of performance.

### **If my child misses a rehearsal due to illness, will she or he be dismissed from the production?**

No, as long as Springfield Ballet is informed before the rehearsal begins. If Springfield Ballet is not informed before rehearsal begins, dismissal may result. Short-term contagious illness (1-3 days) may be excused. It is the responsibility of the dancer to remain healthy. Dancers will not have the option to attend a rehearsal virtually EXCEPT in the instance of long-term contagious illness AND with prior approval from the Artistic Director or Associate Artistic Director. Any dancer participating in a virtual rehearsal shall collaborate with the Artistic Director or Associate Artistic Director to develop a plan for the dancer in conjunction with the advisement of the dancer's medical team. Directors may request a doctor's note to allow rehearsals to be attended virtually. Please contact [production@springfieldballet.org](mailto:production@springfieldballet.org) to get approval to attend virtually. Long-term illness or injury may result in dismissal. Note, the foregoing requirements may be waived in the event that Springfield Ballet opts to hold virtual classes or rehearsals in the case of inclement weather.

### **What if our family has an important, pre-planned obligation that would necessitate missing rehearsal(s)?**

Make the artistic staff aware of the conflict on the Audition and Consent Form, but as a rule, the only excused absences that will be granted will be for a school-required/grade-affected event, one's own religious ceremony, short-term injury or illness, or extraordinary circumstances determined on a case-by-case basis. If you cannot make the entire time commitment (and this includes every part of every rehearsal), please do not plan on participating. The staff makes the same commitment to offer your child this opportunity.

### **What volunteer opportunities are available for the production?**

The Springfield Ballet Guild organizes production and backstage volunteers. Volunteer positions include, but are not limited to, the following: volunteer coordinator, costume assistant, backstage helper, dancer check-in/out, boutique, concessions, etc. If a parent has a skill or talent that could be put to good use for the production, please let us know.