



Casting Packet October 2024

Congratulations! You have been cast in Northern Plains Dance's 2024 production of *Dance+*. This packet contains information on fees, volunteering, costume, hair and makeup requirements, important dates, casting agreement, information on how to read a rehearsal schedule, and a map of the Belle Mehus. If you have any questions regarding the information in this packet, please speak with a staff member.

FEES

To confirm your participation in this production, the casting agreement(s) and fees outlined below must be received **Thursday, August 29 at 5:00 pm.**

- Each cast member is required to pay a \$85 Production Fee that covers the cost of costuming the cast member as well as the overhead costs of the production. The Production Fee is non-refundable. **(if there are multiple cast members in your family, you may combine these onto one check)**
 - First role fee \$85
 - Second role fee (same cast member) additional \$15 (\$100 total)
 - Third+ role fee (same cast member) additional \$10 (\$110 total)
- Each cast member will be required to make a Volunteer Deposit on a separate check, per child. NPD will hold Volunteer Deposit checks until the conclusion of the production to guarantee each family participates in volunteer activities and cast members' costumes are well maintained. The Volunteer Deposit is structured as follows:
 - First cast member \$75 (a minimum of 3 volunteer hours)
 - Second cast member in the same family \$50 (a minimum of 2 volunteer hours)
 - Third cast member in the same family \$25 (a minimum of 1 volunteer hour)
- Volunteer hours must be completed in the order listed above to receive your Volunteer Deposit back.
- If a family does not participate in and **properly report** volunteer activities, or a costume is mistreated, NPD will not return the Volunteer Deposit at the conclusion of the performances.
- If a family does participate in volunteer activities, reports them correctly and costumes are well maintained, NPD will return the Volunteer deposit at the conclusion of the performances.
- If a cast member is removed from the production for any reason other than severe illness with a doctor's note or extreme circumstances, the Volunteer Deposit and Production Fee will be forfeited.
- Dancers who are not members of the Student Company will be required to pay \$140 for required warm-up classes prior to rehearsals and Production Week.
- Fees for working with Guest Choreographers (if applicable)
- are as follows:
 - Master Class/Audition (open to everyone): \$30
 - Technique Classes with Guest if not cast: \$20/class
 - Technique Classes and Rehearsals with Guest if cast: \$250

REQUIRED ITEMS, PERFORMANCE ADD-ONS, AND HOW TO ORDER

Order forms for all the items listed below are available online at <http://www.northernplainsdance.org/dancepluscast>. All order due dates are listed in Important Dates. Orders can be made past the due date but will be subject to a late fee.

Dancewear	Required item that must be ordered through NPD	See page 3 for details
Cast T-shirt	Optional add-on	See online form for details
Hair Kit	Required item that can be ordered through NPD	See page 4 for details
Make up Kit	Required item that can be ordered through NPD	See page 4 for details
Theater Bag with cast member's name	Required item that can be ordered through NPD	See page 3 for details
Performance DVD	Optional add-on	See online form for details
Cast photos	Optional add-on	See online form for details



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VOLUNTEERING

Along with the rehearsal schedule, NPD will post weekly volunteer jobs at should take at <http://www.northernplainsdance.org/volunteer>. Follow the instructions to access your Volunteer Portal. Volunteer opportunities are varied and usually do not require previous knowledge of the activity. Typical volunteer jobs include painting props and sets, steaming costumes, ironing, embellishing costumes, minor alterations, hanging posters, and assisting in costume fittings. Credit will only be given for the time listed in the original job post (i.e. a 45-minute ironing shift will be awarded 45-minutes of volunteer time even if the volunteer works for 50 minutes). We appreciate any additional efforts that volunteers put into complete tasks. Volunteer opportunities will be taken down each week on Friday at 5:00pm. Each time you complete a volunteer activity, return to your volunteer portal and use the "Volunteer Hours" tab to report your completed hours. You will also be able to use this portal to see which hours have been accurately reported. **If you do not show up for a volunteer activity that you have signed up for with less than 24 hours notice, you will automatically forfeit your entire Volunteer Deposit.** If you do not record your hours by **Monday, October 14** you will not receive credit for them. Volunteer hours are required of all cast families and compensation of any kind for additional volunteer time will not be provided.

COMPLIMENTARY CAST TICKETS

Each cast member receives two (2) complimentary Level D tickets to the performance of their choice. If a cast member wishes to upgrade their complimentary tickets to a different price level, the cast member is required to pay the price difference. The casting agreement, production fee, and volunteer deposit are required to receive complimentary tickets. Complimentary cast tickets are available in person at NPD starting **Tuesday, September 3** during regular office hours only. If a staff member is available during Saturday rehearsals, office hours will be listed on the rehearsal schedule highlighted in red.

MANDATORY DATES AND COSTUME FITTINGS

Mandatory rehearsals, listed on the audition form and in the important dates below, must be attended by ALL cast members. The cast meeting must be attended by ALL cast members and a parent/guardian. Costume fittings listed in this packet are scheduled according to dates listed on the audition form to ensure all members of the group are in attendance. **Costume fitting dates are mandatory.** Failure to attend any mandatory dates, including cast meeting, rehearsals and costume fittings, will result in immediate dismissal from the production and forfeit of all fees.

UNDERSTUDIES

An understudy is a person who learns another's role to be able to act as a replacement at short notice. The understudy is required to attend all scheduled rehearsals and know the parts in which they are cast. Understudies are not required to attend the costume fitting for the role they are understudying.

EXCUSED VERSUS UNEXCUSED ABSENCES

Excused absences are those listed on your audition form. Any absence other than those listed on the audition form will be unexcused and will result in dismissal from the production and forfeit of all fees.

REHEARSAL TIME VERSUS CALL TIME

Up until Studio Dress Rehearsal, all the times listed on the weekly schedules are known as "rehearsal times". Dancers are expected to be in the building, dressed, ready to dance, and waiting in the lobby **prior** to the start time listed on the schedule. It is the parent's responsibility to supervise their dancers in the common areas. Starting on **Saturday, October 5**, you will notice the addition of "call times" on the schedule. This is the specific time dancers are expected to arrive at the designated location. Once 'call times' appear, there is time built into the schedule for NPD's staff and volunteers to help dancers get into costume. It is important to recognize this distinction as once "call times" appear on the schedule, NPD will provide supervision.



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SECURITY PROCEDURES

NPD Studios

- Once cast members are in the building for rehearsal, they must wait quietly in the lobby until their rehearsal starts. They are to remain in their scheduled rehearsal room until released by a staff member.
- **Late Clause:** if a parent or guardian is late picking up their cast member from the scheduled rehearsal end time, a late fee will be assessed at \$1 per minute late and must be paid in full prior to the cast member's next rehearsal.

Belle Mehus (see map below)

- There will be a backstage tour for new cast members and parents during production week.
- All cast members must sign in and out for all rehearsals and performances. This is how we keep track of who has entered and exited the building.
- If a parent wishes to get a message or item to one of the cast members in a dressing room, the Door Security and/or Dressing Room Attendant will take care of getting it to the appropriate person.
- NPD Staff will have a list of parents' cell phone numbers so they may be contacted if needed.
- At the end of rehearsals and performances at which cast members must remain in their dressing rooms, all dancers must sign out at their assigned pick-up area.
- NO PARENTS, FAMILY MEMBERS OR GUESTS WILL BE PERMITTED IN THE DRESSING ROOMS OR DRESSING ROOM AREAS.
- **During theater rehearsals in which the cast members are not in costume** (i.e. spacing); there will not be Door Security or Dressing Room Attendants present. Parents and cast members should wait in the lower atrium until they are called for rehearsal. Parents are not permitted to watch rehearsals. Cast members and parents should exit through the front atrium door when their rehearsal is completed.
- **During dress rehearsals at the theater**, there will be Door Security and Dressing Room Attendants present. Cast members are to always remain backstage. Parents are not permitted to watch dress rehearsals.
- **During performances at the theater**, there will be Door Security and Dressing Room Attendants present. Cast members are to always remain backstage. Parents must have a ticket to enter the theater.
- **During all rehearsals at the Belle, including dress rehearsal, the front doors of the theater are locked unless otherwise indicated. The only access into the theater is through the performer's backstage door. Only one parent or chaperone per family is permitted at rehearsal.**
- **Late Clause:** if a parent or guardian is late picking up their cast member from the scheduled rehearsal end time, a late fee will be assessed at \$1 per minute late and must be paid in full prior to the cast member's next rehearsal.
- **Early Clause:** if a parent or guardian is early dropping off their cast member from the scheduled rehearsal start time, an early fee will be assessed at \$1 per minute and must be paid in full prior to the cast member's next rehearsal.
- All cast members must check out at the assigned location
 - **Tuesday, October 8-** All cast members will check themselves out at the front atrium doors.
 - **Wednesday, October 9-** Check out by a parent in the auditorium
 - **Thursday, October 10-** Check out by a parent in the auditorium
 - **Friday, October 11-** Check out by a parent in the auditorium



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IMPORTANT DATES

DATE	ACTIVITY	TIME
Thursday, August 29	All Cast Paperwork and Fees Due	By 5:00 pm
Tuesday, September 3	Comp tickets available	All day
Saturday, September 7	Cast T-shirt Orders Due	By 6:00 pm
Saturday, September 7	Dancewear Orders Due	By 6:00 pm
Thursday, September 5	Mandatory Costume Fitting – The Future of Our Past	TBA
Saturday, September 7	Mandatory Costume Fitting – Dissonant Intellect	TBA
Thursday, September 19	Mandatory Costume Fitting – The Butterfly Effect	TBA
Saturday, September 21	Mandatory Costume Fitting – One Take	TBA
Thursday, September 26	Cast Meeting	TBA
Saturday, September 28	Mandatory Rehearsal	TBA
Saturday, September 28	Mandatory Costume Fitting – The Weight of the Veil	TBA
Saturday, September 21	Video/Photo Orders Due	By 6:00 pm
Saturday, October 5	Mandatory Studio Dress Rehearsal & Cast Pictures	11:30 – 6:00 pm
Sunday, October 6	Move-In	TBA
10/08/24-10/11/24	Production Week – No absences allowed	TBA
Thursday, October 10	Performance #1	7:00 pm
Friday, October 11	Performance #2	7:00 pm
Monday, October 14	Volunteer Hours Due	By 5:00 pm

PERFORMANCE & OUTREACH SCHEDULE

**Additional performances/outreach opportunities may arise, please see posted weekly schedule*

Event	Date	Time
Public Performance #1	Thursday, October 10	7:00pm
Public Performance #2	Friday, October 11	7:00pm



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COSTUME REQUIREMENTS

Any cast member not wearing the correct undergarments and shoes will not be allowed on stage – this includes the absence of regular underwear. All performance undergarments and shoes must be in good repair (i.e. no holes in tights, shoes clean, sewn and with drawstrings intact) and be purchased through NPD. There is no jewelry allowed on stage unless provided by NPD. There is no nail polish allowed.

- ***Some roles require a pair of flesh tone shoes. You may purchase used shoes (limited stock) and use foundation to make them the same color as your skin. Used shoes are available on the order form.**
- ***NPD offers resale fleshtone leotards (limited stock) that fulfill the costume requirement these are available on the order form.**

Eyeglasses are not permitted on stage or for Studio Dress Rehearsal. NPD Staff suggests children who require glasses do not wear them to any rehearsal to get used to dancing without them.

Underwear is not to be worn under tights and leotards. This rule is not specific to performance but will be strongly enforced during Studio Dress and performances.

Please note once a dancer has auditioned, the way the Director sees their outward appearance, is how the cast member is expected to look on stage. Cast members are not to make any drastic changes to their outward appearance (ex. hair color/length) after auditioning. Female cast members whose hair is chin length or shorter are asked to refrain from cutting or trimming their hair until after the performances. Before making any changes to your appearance talk to the Director.

MAKEUP

Each cast member is required to have their own makeup kit containing the following items. These can be purchased through NPD via the Dancewear order form found at www.northernplainsdance.org/dancepluscast (NPD makeup kits do not include foundation/base or black mascara). If you wish to purchase your own items, all makeup should be matte. Makeup with shimmer does not show up under stage lights. There is no body or hair glitter permitted on stage.



Dance+ Makeup Kits
Foundation/Base*
1 shade darker than actual skin tone
Loose Translucent Powder
Pink Blush
Red Lipstick
Brown Eyeshadow
Black Mascara*
White Eyeshadow
White Eye Pencil
Black Eye Pencil
Fake Eyelashes & Eyelash Glue
Pencil Sharpener

HAIR

Each cast member is required have their own hair kit containing the following items. These can be purchased through NPD via the Dancewear order form found at www.northernplainsdance.org/dancepluscast. Hair style requirements for each role are listed below No additional decorations are permitted.

Female Hair Kits	Male Hair Kits
Soft Bristled Brush	Soft Bristled Brush
Hair Spray	Hair Spray
Hair Elastic that matches hair color	
Bobby Pins	
Hair Net that matches hair color	



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(if required to have a bun)	
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BAGS

Each cast member is required to provide a **theater bag** that zips or buckles shut. When your child arrives at the theater, they will put their street clothes in this bag and immediately put on their ballet shoes. When they change out of costume, their ballet shoes will go back into the bag.

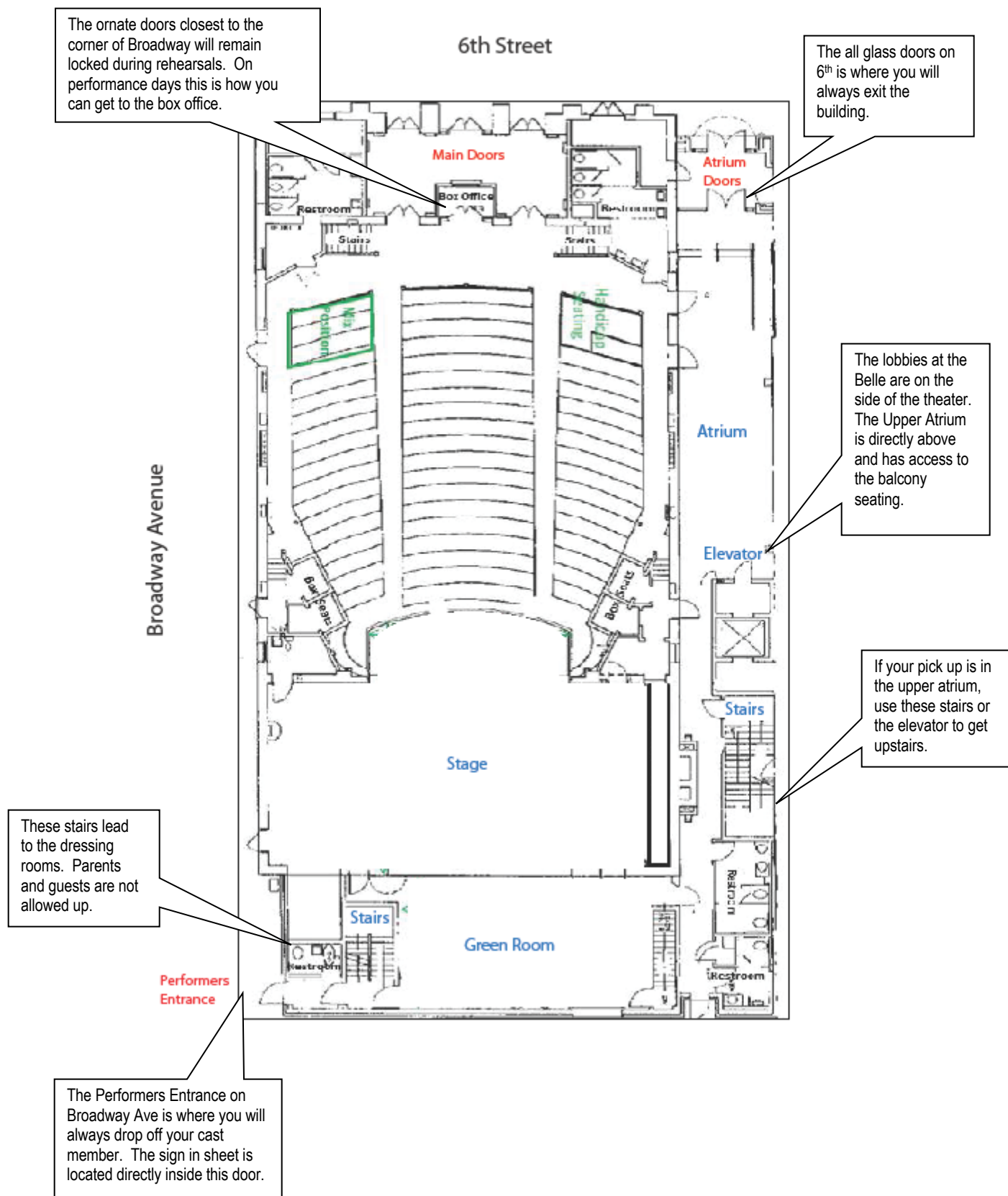
COSTUME REQUIREMENTS

PIECE	UNDERGARMENT	LEGS	SHOES	HAIR
Dissonant Intellect (Noelle)	Flesh-tone leotard (new low-back style)*, Flesh-tone thong underwear*	N/A	N/A	TBA
In Gradient (Max)	Flesh-tone bra, Flesh-tone thong underwear*	N/A	Fleshtone Ballet Shoes	TBA
The Future of Our Past (Katherine)	Flesh-tone leotard (new low-back style)*, Flesh-tone thong underwear*	N/A	Fleshtone Ballet Shoes	TBA
The Weight of the Veil	Flesh-tone leotard (new low-back style)*, Flesh-tone thong underwear*	N/A	Fleshtone Ballet Shoes	TBA
The Butterfly Effect (Hollis)	Flesh-tone leotard (new low-back style)*, Flesh-tone thong underwear*	N/A	Fleshtone Ballet Shoes	French twist
One Take (Rosari)	Flesh-tone leotard (new low-back style)*, Flesh-tone thong underwear*	N/A	Fleshtone Socks	TBA

**Items that must be purchased through NPD.*



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HOW TO READ THE REHEARSAL SCHEDULE

If you have questions on how to read this schedule, please ask a staff member for further assistance.

<p>This is the day of the week/ date. Note Monday – Wednesday are on the left, Thursday - Saturday on the right, and Sunday across the bottom.</p>		<p>EXAMPLE 11/3/12 – 11/9/12</p>		<p>This is the time of the rehearsal.</p>	<p>This is the studio where the rehearsal will take place.</p>
Monday, November 3		Thursday, November 6			
		6:30 - 7:15	Opening of Act II Mirliton, Angels	Mackintosh Heid	Studio 1
		7:15 - 8:00	Snow Scene Snow Corps, Snow Queen, Snow King	Mackintosh Heid	Studio 1
Tuesday, November 4		Friday, November 7			
	<p>This is how it is indicated whether or not the office is open on a Saturday. It will be highlighted in red.</p>				
Wednesday, November 5		Saturday, November 8			
		11:00 - 11:15	Office Open	Schmaltz	
		12:30 - 1:30	Waltz of the Flowers	Mackintosh Heid	
	<p>This (in bold) is the scene being rehearsed.</p>	12:30 - 1:30	Battle Scene All (including Clara)	Adams	Studio 2
	<p>These are the people called to the rehearsal. In this case, the Opening of Act II is being rehearsed and the angels and cherubs need to attend this rehearsal. Anyone else involved in this scene does not need to attend.</p>	1:30 - 2:45	Divertissement Chinese, Arabian, Russian, Polichinelles	Mackintosh Heid	Studio 1
		1:30 - 2:30	Opening of Act II Angels & Cherubs (Cherubs done at 2:00)	Adams	Studio 2
		2:45 - 3:45	Snow Scene All (including snowflakes)	Mackintosh Heid	Studio 1
	<p>This is how the specifics for costume fitting are listed. It will be highlighted in yellow.</p>	3:45 - 5:45	Costume Fitting Flowers Corps, Snow Corps		
		3:45 - 5:30	Party Scene All	Adams	Studio 1
Sunday, November 9					