



Dear parents,

Welcome to Ballet Ouest's 2011-2012 season! Ballet Ouest is a non-profit organization registered as a charity. Our income is derived from ticket sales and fundraising activities, with practically no help from government subsidies. Although we maintain the highest professional standards with regard to performing, we rely heavily on parent volunteers to keep production costs down. Over the last 27 years our parent volunteers have played an essential role in the development of our company. Ballet Ouest has become known for its quality and enthusiasm.

Before you sign up, we wanted you to know the commitment we expect from you.

You can pre-register your child by filling out the registration form and emailing it to centredanse@balletouest.com or bringing it to the auditions. Remember, your child still has to attend the audition even if you pre-register!

Membership in Ballet Ouest. One parent for each child dancer is asked to become a member of Ballet Ouest for the current year. You apply for membership on the registration form. As a member you are expected to attend and vote at the Ballet Ouest Annual General Meeting, which will be held on October 22, 2011 at the Centre de danse.

Production committees. We also ask each parent to serve on one of our production committees (the list is attached). This requires a **time commitment** from every one of you that can vary from several hours per week during October and November to being present at rehearsals and performances at the theatre. You will find that the activities are interesting and fun, and you will get to share the experience with your child. You will be asked to indicate committee choices when your child registers, and will have the opportunity to meet with the committee heads at the auditions. The final selection will rest with the committee heads, who will get in touch with you after auditions.

In recent years we have noticed that many parents do not have the time or the commitment to work on committees, so we offer a **volunteer buy-out**. The way it works is that if you cannot commit we will have to hire someone to do your job, and so we are asking you to contribute \$300 to pay that person's salary. If you do opt to work on a committee but do not show up when scheduled, we will regretfully have to take your child out of the production.

Fees. There is an **audition fee** of \$20 and a **costume fee** (\$40 for the first child, \$50 for two children and \$70 for three) that allows us to refurbish and/or clean the costumes.

Ballet Ouest Centre de danse
269 blvd. St. Jean Studio 218
Pointe Claire QC H9R 3J1
Tel: 514-783-1245
<http://www.balletouest.com>



The costume fee and the volunteer buy-out are payable *by cash or cheque* when your child is accepted to dance in Nutcracker.

The children. If your child is chosen, we expect him/her to attend all rehearsals and performances. Absences may result in cast changes. In the case of a real conflict or emergency, please call the Dance Centre, 514-783-1245, as soon as possible to explain.

We ask all parents to please make sure their children arrive on time and are picked up promptly after each rehearsal and performance. We do not have the resources to look after children **after hours**.

Since some children have severe **allergies**, we ask parents not to send lunches containing peanut butter or nuts. We do our best to ensure a peanut and nut-free environment, but we cannot be everywhere all the time. By the same token, if your child has severe allergies, we ask you to make sure that a parent is present during all rehearsals and performances (an easy way to do this is to sign up for the Children's Wardrobe and Makeup committee).

Please check your emails regularly for schedule changes and other important information. We look forward to an exciting and productive season with all of you.

centredanse@balletouest.com

www.balletouest.com

514-783-1245



Welcome to Ballet Ouest

The West-Island Centre of Excellence for Dance!

Ballet Ouest is a non-profit company. It is managed by a volunteer Board of Directors that oversees all aspects of the company: the Professional Company that produces The Nutcracker and other classics, the touring and interactive Danse Mobile and the Dance Centre.

Parents of present and former dancers and members of the community who are interested in furthering the goals of the company form the basis of the Board. The Board of Directors ensures that all financial obligations of the company are met and that established guidelines for the company are followed. The mission of Ballet Ouest is to provide excellent dance training from beginner to professional levels, and to build audiences who understand and appreciate dance as an art form.

The Artistic Director, teachers, and studio staff are responsible to the Board of Directors.

Board meetings are held on the second Tuesday of the month from 7:30 - 9:30 pm in the studio. These meetings are open to all interested persons. Please let us introduce ourselves:

Marie St-Amour -	President
Claude Caron -	Artistic Director
Lenore Lewis -	Treasurer
Susan Altschul	Linda Babin
Christiane St-Amour	Andrea Hutchison
Sheila Dunwoodie	

This is your company! Do join us.

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NUTCRACKER VOLUNTEER COMMITTEES - 2011

	Committee Name	Commitment	Description
1	Sewing & Alterations & Wardrobe Crew	<p>Should new costumes be needed, you will be asked to work weekends during rehearsals at the Centre de danse.</p> <p>8 people</p> <p>At the show: During the performances</p>	<p>Sewing skills required.</p> <p>You will:</p> <ul style="list-style-type: none"> • be present when the children’s costumes are fitted • assist in the “loan” of costumes to the dancers • make sure that the parents complete the necessary alterations and bring the costumes back ready to wear before the show. • help with costume fittings (Corps) • make alterations to all Corps costumes and men’s costumes <ul style="list-style-type: none"> • make last-minute adjustments, repairs and change costumes on stage • pack up all costumes after the last show.



NUTCRACKER VOLUNTEER COMMITTEES - 2011

	Committee Name	Commitment	Description
2	Posters / School Matinee Committee	Various requirements from September to December 6 people	With the assistance of a committee head, you will: <ul style="list-style-type: none"> • assist in the distribution of posters in select neighborhoods • collect money from the schools during the school shows • collect money for DVD purchases on the last weekend • assist with any fundraising efforts
3	Tickets Crew	2 weekends the month prior to the performances and the weekend prior to rehearsals in the theatre. 6 people	<ul style="list-style-type: none"> • Design a contest to motivate the sale of tickets by the dancers • Assist in the preparation of ticket packages and be present during the ticket sale periods during rehearsals.
4	Boutique Crew	From October through the public shows in December 4 people	<ul style="list-style-type: none"> • Help create an attractive “boutique” setting for items • Package items with seasonal theme • Work at the boutique during public shows (before performance and during intermission)

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	Committee Name	Commitment	Description
5	Programs	From September through the public shows in December 3 people	Under the direction of a committee head you will: <ul style="list-style-type: none"> • distribute a package to the dancers and ask them to solicit ads from local businesses • follow up with a phone call to each dancer • call last year's advertisers and encourage them to support us again • help coordinate the sale of programs during each performance,
<i>Please note that the following committees work at the theatre</i>			
6	Props	At the show: 1 dress rehearsal and 4 performances each person 6 people	With the guidance of a committee head, you will: <ul style="list-style-type: none"> • repair old or make new props • work backstage during the performances in placing props and removing them • pack up all props for storage after the last performance
7	Stage Crew	The weekend prior to the performance, technical night, 1 dress rehearsal, 4 performances and strike 8 people	With the guidance of a committee head you will: <ul style="list-style-type: none"> • help set up the drops, lights and scenery on stage • work backstage during the performances • help remove and pack up drops, lights and scenery after the show
8	Children's Wardrobe & Make-up Crew	At the show: Minimum 1 dress rehearsal and 4 performances.	You will be: <ul style="list-style-type: none"> • asked to apply make-up, supplied by the company, to the junior dancers, and have them in costume in time to perform • responsible for enforcing all dressing room rules set up by your



NUTCRACKER VOLUNTEER COMMITTEES - 2011

	Committee Name	Commitment	Description
		12 people	committee head • make minor repairs to all children’s costumes as needed • ensure that the younger dancers do not leave the dressing room areas unless accompanied by a parent or guardian
9	Security Crew	At the show: 1 dress rehearsal and 4 performances 6 people	You are responsible for the security of the backstage and dressing-room areas. You will: • be responsible for giving identification badges to anyone working during a performance • make sure that no unauthorized person is in or around the dressing room areas • ensure that all children are released to a parent or guardian at the end of each rehearsal and performance at the theatre
10	Refreshment Crew	Sporadic September to November At the show: During dress rehearsals and all shows (Dec. 2 – 7, 2008) Mandatory at last show 6 people	Under the direction of a committee head you will be asked to: • solicit businesses for donations to the party and the refreshments • deliver and set up coffee, muffins, cakes, (nut and peanut free!), fruit etc. at the theatre for the dancers. Clean-up as required • <u>help set up and clean up</u> after the cast party



Nutcracker / Casse Noisette

REGISTRATION FORM / FORMULAIRE D'INSCRIPTION

NOM
FAMILY NAME _____

PRÉNOM
FIRST NAME _____

NOMS DES PARENTS
PARENTS' NAMES _____

ADRESSE/ADDRESS _____

POSTAL CODE/POSTAL _____ CITY/VILLE _____

TÉLÉPHONE
TELEPHONE: (_____) _____ EMERGENCY # D'URGENCE: () _____

E-MAIL/COURRIEL _____

DATE DE NAISSANCE
DATE OF BIRTH _____ AGE: _____

TAILLE/HEIGHT : _____ POIDS
WEIGHT _____

SCHOOL/ÉCOLE _____

ÉCOLE DE BALLET
BALLET SCHOOL _____

NOM DU PROFESSEUR DE BALLET
NAME OF BALLET TEACHER _____

NOMBRE DE CLASSES PAR SEMAINE
NUMBER OF CLASSES PER WEEK _____

EXPÉRIENCE PASSÉE
PREVIOUS EXPERIENCE _____

AUTRES INTÉRÊTS (Théâtre, gymnastique, etc...)
OTHER INTERESTS (Acting, gymnastics, etc...) _____

**I AGREE THAT MY CHILD'S IMAGE MAY BE USED FOR PUBLICITY PURPOSES.
J'AUTORISE BALLET OUEST À UTILISER L'IMAGE DE MON ENFANT POUR DES FINS DE PUBLICITÉ.
I HEREBY APPLY TO BECOME A MEMBER OF BALLET OUEST DE MONTRÉAL SHOULD MY CHILD BE SELECTED.
JE DÉSIRE DEVENIR MEMBRE DE BALLET OUEST DE MONTRÉAL SI MON ENFANT EST ACCEPTÉ(E) COMME
DANSEUR/DANSEUSE.**

SIGNATURE _____ DATE _____

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PLEASE COMPLETE THIS SHEET:
PRIÈRE DE REMPLIR CETTE FEUILLE:

Please indicate your first choice and one or two alternate choices (the decision will be made by the committee head)
Veuillez indiquer votre premier choix et un ou deux autres, car la décision sera prise par les chefs de comité.

	Name / Nom	Occupation
Mother/Mère		
Father/Père		
Dancer		

		Mother/Mère	Father/Père
1	Sewing & Alterations & Wardrobe Crew Couture et Garderobe		
2	Posters & School Matinee Committee Affiches & Matinées scolaires		
3	Tickets Crew / Billets		
4	Boutique Crew / Boutique		
5	Program Crew / Programs		
6	Props Crew / Accessoires		
7	Stage Crew / Équipe de plateau		
8	Children's Wardrobe & Make-up Crew Costumes et maquillage des enfants		
9	Security Crew / Sécurité		
10	Refreshment Crew / Restauration		

Do you have any hobbies or skills relating to our needs? Avez-vous des passe-temps ou compétences relatifs à nos besoins?