

A group of young ballerinas in white tutus performing on stage. They are in various poses, with arms raised and hands clasped. The background is dark blue with some light spots. The floor is reflective.

OBT
OlneyBalletTheatre

**2019 OBT HANDBOOK
FOR STUDENT PERFORMERS AND PARENTS**



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NUTCRACKER MEMBERSHIP AGREEMENT

The below mentioned dancer and their parents agree as follows:

Dancer 1 Name

Dancer 2 Name

Dancer 3 Name

Dancer 4 Name

1. **Casting.** I acknowledge that casting is at the sole discretion of the Artistic Director and all casting decisions are final. I have reviewed the casting list and understand my child is expected to accept the role or roles in which he or she is cast. **Parent initial:** _____

2. **Attendance.** I verify that I have read all of the rehearsal and performance information and agree that my child will attend all rehearsals and performances as outlined in *2019 OBT Handbook for Student Performers and their Parents*. In the event of inclement weather, I understand that all students are expected to perform if the performance has not been cancelled. **Parent initial:** _____

3. **OBT Policies.** I verify that I have read all student policies included in the *2019 OBT Handbook for Student Performers and their Parents* and agree to adhere to all of them. I recognize that uncooperative and discourteous behavior, as determined by the Artistic Faculty, may result in dismissal from the company and forfeiture of all membership fees. **Parent initial:** _____

4. **Membership Fee.** I agree to pay a nonrefundable \$225 Membership Fee for the first dancer (\$115 if you dancer is only cast in the role as an angel), \$75 for second Dancer, not to exceed \$300 per family payable to “Olney Ballet Theatre” and due no later than **9:30 p.m. on October 20, 2019**. **I will incur a \$25 late fee for Agreements and Fees submitted after 9:30 p.m. on October 20, 2019. I understand that I will NOT have access to the online Member portal until my Membership Agreement has been completed and my Membership Fee has been paid.** I understand I will need to schedule an appointment with chair@olneyballettheatre.org if my Membership Fee is still outstanding after October 25, 2019. Fees Payments and Term of membership is one year. Your “Membership Fee” is a TAX DEDUCTIBLE CHARITABLE CONTRIBUTION. **Parent initial:** _____

Please check all that apply:

- \$225 Single Membership Fee
- \$115 Angel ONLY Membership Fee
- \$75 Additional Dancer Membership Fee
- \$300 Family Membership Fee

Total Nonrefundable Membership Fee Paid with this Contract \$ _____

5. **Attire.** I understand that my child must adhere to uniform and grooming standards as determined by the Artistic Director. I am responsible for supplying all items set forth on “Attire, Hair, and Makeup” Form, including but not limited to my child’s own dance shoes, dance tights and undergarments (e.g., nude

camisoles). I further confirm that my child is also responsible for supplying additional dance shoes, as needed, for specific roles. **Parent initial:** _____

6. **Costumes.** OBT costumes are provided to Dancers at no additional cost. I understand that my child is to care for and return all OBT costumes clean and in good condition. If a costume is not returned or is returned damaged, payment equal to replacement of the costume will be charged to Dancer and Parent or Guardian.

Parent initial: _____

7. **Volunteer.** I agree to give **20 hours (10 hours** if my child is only cast in the role of Angel) of my and/or my family's time in volunteer service, as outlined in the *2019 Handbook for Student Performers and their Parents* to aid the production of *The Nutcracker*. The volunteer requirements are per family (not per child). Ten (10) of my volunteer hours must be during set up at the theatre or during the dress rehearsals and performances. In lieu of hourly participation, I may contribute \$20/hour (\$400) to allow OBT to hire substitute help. **I understand I may be assigned to volunteer for a specific activity per the needs of the company and the production.** I agree that I will file a Volunteer Log by **December 31, 2019** with OBT setting forth all of my volunteer hours worked. See the *2019 Handbook for Student Performers and their Parents* for volunteer position descriptions and log. **Parent initial:** _____

I am interested in helping in the following areas (please check at least one role, but all that apply):

<input type="checkbox"/> Angel Parent	<input type="checkbox"/> Party-Scene PARENT DANCER (by invitation only)
<input type="checkbox"/> Backstage Crew & Props	<input type="checkbox"/> Party-Scene BOYS Parent
<input type="checkbox"/> Costumes (Green Room)	<input type="checkbox"/> Poster Distribution
<input type="checkbox"/> Crafts/Non-Sewing	<input type="checkbox"/> Rehearsal Volunteer
<input type="checkbox"/> Door Monitor (Green Room)	<input type="checkbox"/> Sales (Concessions & Souvenirs)
<input type="checkbox"/> Flyers Distribution	<input type="checkbox"/> Sewing
<input type="checkbox"/> Gigogne Parent	<input type="checkbox"/> Sponsorships
<input type="checkbox"/> Hair Braiding	<input type="checkbox"/> Tea Party
<input type="checkbox"/> Load IN and/or Load OUT set	<input type="checkbox"/> Tech Week Volunteer
<input type="checkbox"/> Makeup (Specialty & Party Scene)	<input type="checkbox"/> Tickets / Usher
<input type="checkbox"/> Mice Parent	<input type="checkbox"/> Well Wish Coordinator

8. **Continuing Classes.** I understand that my child must be enrolled in at least one ballet technique class per week (any school) and regularly attending those classes. I confirm that my child shall continue studying with her or his home ballet school during the first year of membership in OBT.

Parent initial: _____

9. **Non-Compete.** I understand that my child may not perform with any other group during this performing season without prior permission from the Artistic Director. **Parent initial:** _____

10. **Communication.** I will be part of OBT's Listserv (send request to join: info@olneyballettheatre.org) and will become a "Member" of OBT's website <https://www.olneyballet.org/> so I can access all documents related to the production (rehearsal schedule, casting, etc.). I will log onto the "Message Board" tab in the Member portal and "follow" the "All Cast" forum to receive notifications. **Parent initial:** _____

11. **Photography/Recording.** I understand that taking pictures or video recording of rehearsals (including rehearsals in the studio or in the theatre) and performances is **strictly prohibited** due to copyright restrictions. **Parent initial:** _____

12. **Photo Release:** I hereby grant OBT permission to interview my child and or use my child's likeness and or photograph(s)/video/DVD in any and all of its publications and in any and all other media, whether now known or hereafter existing, controlled by OBT, in perpetuity, and for other use by OBT. I will make no monetary or other claim against OBT for the use of the interview and/or the photograph(s)/video/DVD. All photographers taking photographs on OBT property or of OBT classes, rehearsals or performances must obtain permission from OBT to ensure that all subjects have signed a release form. These rules govern photographs intended for use by OBT for marketing or of a public relations nature or used on the Web. These rules are not in effect when photographs are taken of news events. **Parent initial:** _____

13. **Medical Consent.** If attempts to reach parent(s) (or guardian(s)) are unsuccessful during a medical emergency, the undersigned parent(s) (or guardian(s)) hereby appoint(s) Olney Ballet Theatre to authorize unexpected medical care, and/or hospitalization for Dancer. **Parent initial:** _____

For and in consideration of participation in the event aforementioned above, the parent (or guardian) of Dancer hereby fully, finally and forever releases and discharges and agrees to indemnify and hold harmless Olney Ballet Theatre, and its related entities of whatever kind or nature, successors, assigns, officers, directors, attorneys, agents and employees, from all liability regardless of the cause, claims, demands, actions, causes of action, damages, lawsuits and expenses of any and every kind or nature which Dancer and Parent or Guardian (individually and collectively), their attorneys, heirs, executors, administrators, and assigns may have or may in the future have against the Olney Ballet Theatre, including, but not limited to, suits, contracts, controversies, agreements, promises, trespasses, damages, judgments, executions or any actions sounding in tort or contract or pursuant to any statute or regulations, whether direct or indirect, whether presently discoverable or undiscoverable, whether caused by the negligence of Olney Ballet Theatre or any other person or entity in connection with any activity in which Dancer, Parent or Guardian (individually or collectively) participates during the period in which these events take place, including any period traveling to and from the events described.

Signers are responsible for adhering to the terms of this Agreement, including ensuring that the student performer(s) attend(s) all required rehearsals and performances

Parent 1 Name

Date

Parent 1 Signature

Parent Email

NUTCRACKER POLICY AND PROCEDURE

- **Contact Info Policy**
 - All Members must be part of the OBT listserv for general announcements and/or cancellations. Please send a request to join this listserv to: Info@olneyballettheatre.org
 - All Members must be “Members” of Olney Ballet Theatre website to access information, documents and sign-ups: <https://www.olneyballet.org/>
 - All Members must go to the “Message Board” tab in the Member portal and make sure they “follow” the “All Cast” forum. This is how we will send out communications to you once rehearsals begin. Instructions on how to log in, “follow” other forums to receive their notifications and change your settings are enclosed in the handbook.
- **Sickness Policy**
 - If your dancer gets sick, please notify the volunteer lead for your role(s) and notify chair@olneyballettheatre.org, Marie Jones 301/ 807-8436 as soon as possible.
 - Please follow general school guidelines for sicknesses. If your child has a fever, is vomiting or started an antibiotic less than 24 hours ago, keep your child at home. Keep the other dancers healthy and let us know as soon as possible to find a replacement.
- **Absence Policy**
 - 100% ATTENDANCE at ALL rehearsals and performances IS REQUIRED to participate in the Nutcracker. Excused absences based solely on necessity MAY be considered in advance by the Director, but they must have been requested on the Audition Registration Form. Any unexcused absences will result in a \$40 charge per occurrence.
 - For emergency absences, dancer must notify chair@olneyballettheatre.org, Marie Jones 240/ 342-6063. You must speak to someone so they have as much time as possible so that **OBT** can find a replacement for you. The performance absence fee may be waived in emergency cases.
- **Performance Drop-off Policy**
 - For each performance, you will need to sign your dancer in and out. Sign-in sheets will be on the front table of the green room.
 - Volunteer parents for each role do **not** arrive until the **call time** for that role. Do not drop off your dancer until their call time.
 - Please inform the volunteer lead for that performance if your child is going home with another parent/grandparent/friend.
- **Performance Pick-up Policy**
 - You are expected to pick-up and sign out your dancer in the Green Room at the end of their performance on the stage. Volunteer parents for each role leave after their assigned dancers exit the stage and change their clothes. They do not stay for the duration of the entire show.
- **Green Room Policy**
 - The taking of PICTURES AND VIDEOS is strictly PROHIBITED in the Green Room
 - Only dancers and scheduled volunteers with badges are admitted into the green room
 - All dancers and volunteers must sign in & out
 - For pick up, parents will wait outside and a volunteer will bring your child to you
 - Volunteers cannot bring other children with them during their volunteer shift. You will need to volunteer another night.
 - If you have time to stay and help, ask the door monitor where there are open volunteer slots
- **Inclement Weather Policy**
 - OBT does not cancel performances due to weather except in the most severe of conditions. Unless otherwise noted on our website, the show will go on and dancers are expected to perform.

NUTCRACKER REHEARSAL & PERFORMANCE DATES

Attendance to all rehearsals is mandatory. All rehearsals are Saturdays and Sundays through December 8, 2019 then daily through opening night.

An example schedule is included here. Dancer must follow the actual schedule that is set for each week. Specific rehearsal times typically within these windows are sent out one week ahead. Canes level and above will have additional rehearsal hours.

TYPICAL REHEARSAL TIMES THROUGH DECEMBER 8, 2019 AT BERREND DANCE CENTRE (THESE ARE ONLY MEANT TO SERVE AS A GENERAL GUIDE)

Role	Typical Rehearsal Day	Typical Rehearsal Window of Time (start and end times vary)	Approximate Length of Rehearsal
Angels	Saturdays	3:00-5:00 PM	1 hour
Little Mice	Saturdays	3:00-5:00 PM	1 hour
Big Mice	Saturdays	5:00-7:00 PM	1 hour
Soldiers	Saturdays	5:00-7:00 PM	1 hour
Party Girls	Sundays (thru mid Oct)	3:00 – 6:00 PM	1 hour
Party Boys	Sundays (thru mid Oct)	4:00 – 6:00 PM	1 hour
Party Scene/ Families	Sundays (late Oct – Dec)	5:00 – 8:00 PM	1.5 – 2 hours
Gigogne	Sundays	2:00 – 4:00 PM	1 hour
Canes	Saturdays	1:30 – 3:30 PM	1 hour
Corps & Other Roles	As posted		

NUTCRACKER PARENT MEETING

October 13 th - Mandatory Parent and Dancer Meeting	5:15 PM to 6:30 PM
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TECH WEEK REHEARSAL DATES FROM DECEMBER 9 - 12, 2019 AT OLNEY THEATRE CENTER

Note: Parents will NOT be allowed to stay for Tech Week Rehearsal unless they have signed up for a volunteer time slot.

Date	Time
Monday, December 9 (Tech)	5:30PM to 10:00PM
Tuesday, December 10 (Tech)	5:30PM to 10:00PM
Wednesday, December 11 (Tech & DRESS REHEARSAL)	5:30PM to 10:00PM
Thursday, December 12 (Tech & DRESS REHEARSAL/Scout Night)	5:30PM to 10:00PM

SHOW DATES
ARE EACH WEEKEND IN DECEMBER
AT OLNEY THEATRE CENTER

Date	Time
Friday, December 13 (Opening Night)	7:30 p.m.
Saturday, December 14	1:30 p.m. (matinee)
Saturday, December 14	7:30 p.m.
Sunday, December 15	1:30 p.m. (matinee)
Thursday, December 19	7:30 p.m.
Friday, December 20	7:30 p.m.
Saturday, December 21	1:30 p.m. (matinee)
Saturday, December 21	7:30 p.m.
Sunday, December 22 (Nutcracker Tea after Performance)	1:00 p.m. (matinee)
Monday, December 23	1:30 p.m. (matinee)
Monday, December 23	7:30 p.m.
Tuesday, December 24	1:00 p.m. (matinee)

CLASSES
FOR CANES LEVEL AND ABOVE
AT OLNEY THEATRE CENTER

Plan for classes to start at the theatre at 3:15 p.m. for evening rehearsals/shows and 10:00 a.m. for Saturday and Sunday.

NUTCRACKER TIMELINE / IMPORTANT DATES

October 12	Rehearsals Begin / dancer to provide Signature for Nutwear
October 13	5:15 p.m. - Parent Meeting
October 15	Sign up to be on OBT Listserv (info@olneyballettheatre.org). Access Member Portal of Olney Ballet website https://www.olneyballet.org/ . Go to "Message Board" tab in the Member portal and make sure you "follow" the "All Cast" forum.
October 20	Member Agreements Completed and Fees Paid. <i>\$25 Late fees assessed for submitted after October 20th</i>
October 21	Deadline to provide signature for Nutwear
October 25	Parent Meeting for any outstanding Membership Agreements
October 27	Deadline to Order Nutwear (tentative) Makeup palette available at the studio (tentative)
November 7	Deadline for School Flyer dissemination
November 11	Last Day for Spotlight & Well Wishes Early Bird
November 13	Deadline to obtain Sponsorships
November 15	Deadline to order Spotlight & Well Wishes Deadline for Sponsors to submit Ad files Clara & Dolls – Turn in pointe shoes to get dyed
November 20	Deadline to order Makeup kits
November 22	Costume Requirements Completed
November 23	Nutwear Delivered (tentative)
November 30 & Dec 1 (Both days)	10:00 a.m. -5:00 p.m. - Load In Nutcracker Set
December 9-12	Tech Week (<i>in the theatre</i>)
December 10	Makeup Workshop (tentative)
December 11	Dress Rehearsal
December 12	Dress Rehearsal / Scout Night Performance
December 13	Opening Night
December 22	Nutcracker Tea (Performance @1:00pm; Tea @3:30pm)
December 24	Closing Performance (matinee)
December 26	Nutcracker Set – Load Out

December 31	Deadline to submit your Volunteer Logs
January 1-2	Time slots will be available to have SSL forms signed
January 3	Submit SSL forms for credit

NUTCRACKER STUDIO/THEATER ETIQUETTE

- ❖ Always be respectful to instructors, backstage volunteers, other dancers and parents.
- ❖ Electronic devices are NOT allowed in studio rehearsal rooms.
- ❖ Dancers shall NEVER eat while in costume! There is to be absolutely no food in the dressing rooms, backstage, or in the green room – except where specifically designated.
- ❖ PEANUTS or TREE NUTS are not allowed Backstage, in the Green Room, or in Dressing Rooms
- ❖ You may have water with you in your changing space. We ask that all dancers and their parents follow this policy. We need to protect our costumes.
- ❖ Do not litter or leave debris in the dressing rooms or green room and clean up after yourself.
- ❖ Dress appropriately for rehearsals.
- ❖ Rehearsals will begin promptly. Be in the studio/on stage ready to begin at the appropriate time. Do not wait for other cast members to arrive. Do not expect the teacher to track you down and invite you to the rehearsal.
- ❖ Arrive prepared and ready to work.
- ❖ Students are to dance as instructed: mark – meaning to simply go through the moves for review; full out- meaning to dance to your full potential and for the instructor to view choreography for uniformity.
- ❖ Disruptive behavior will not be allowed in rehearsals.
- ❖ NEVER play with props.
- ❖ There is NO backstage photography without a special exemption.
- ❖ The mirrors are for observing movement, not for fixing hair and makeup.
- ❖ Cell phones are prohibited in the studio and on the stage. Turn them off or onto vibrate and leave them in the dressing room.
- ❖ Students are not allowed to leave the dance studio or the stage without permission from the instructor.
- ❖ Do not bring anything of value to the studio or the theater.
- ❖ Check the stage area and or the dressing rooms for your belongings before leaving. Articles left behind may disappear. Your name in your shoes and your dance attire is essential.
- ❖ Remember that we are visitors at the theater. Be on your best behavior. And be quiet in hallways and backstage – ALWAYS!
- ❖ Take responsibility for your own actions.
- ❖ These expectations have been put into place for the benefit of all dancers, their parents, and instructors. This will help to keep the rehearsals focused and ensure the efficiency of a top quality production.

If necessary, a volunteer parent will speak with your child regarding any behavior that does not comply with the rules established by OBT.

NUTCRACKER ATTIRE, HAIR, AND MAKEUP



❖ IF YOU ARE IN MULTIPLE ROLES, ALWAYS COME AT THE EARLIER CALL TIME

- ❖ Using a black sharpie, please write full names (first and last) inside your own performance shoes, tights, leotards, and undergarments that will be worn during the show. Please also label dance bags and any other loose items.
- ❖ For buns: use lots of gel and hairspray to neatly pull all hair off of the face and secure with a hair tie the same color as dancer's hair. Secure with bobby pins, and a hairnet the same color as dancer's hair.
- ❖ Remove jewelry and earrings
- ❖ Dancers should come to the theater with foundation base applied (if applicable). Heavy blush, lines, and other makeup will be applied at the theater.
- ❖ All items listed below are to be **PROVIDED BY THE DANCER BY NOVEMBER 22, 2019**

Role/ Call Time	Attire	Hair	Make-Up	Supplies
Angel Act 2 Call Time: 30 minutes before the start of the show	-Light pink tights -Pink ballet shoes -Light-colored leotard (nude, white, or light pink) Note: OBT provides white "over leotards". The "over leotards" are shared and go over each dancer's own light-colored leotard.	- <u>Low</u> bun (no higher than dancer's ears) secured with hairnet	-Angels are to look natural - Apply light pink blush and light lipstick (Not necessary to purchase make-up kit from OBT) - <u>DO NOT</u> use foundation (costumes are white) - <u>Make-Up</u> wipes – only if you are in another role for that same performance that requires wearing foundation **Angels should come at their call time dressed in tights and light-colored leotard with hair secured in a bun and make-up applied	- Bag of Safety pins (10-12 medium to large sizes) - extra Hairspray and bobby pins - Tube of Light lipstick and pink blush –if you want it to be re-applied prior to the scene (please label!) -Packing playing cards, books, coloring books (no markers, please), etc. helps pass the time. Please make sure anything you send is labeled with their name.
Ballet Corps and Pre-Professional Call Time: 1 hour before the start of the show	-Nude camisole leotard -Nude briefs -Strapless bra -Point shoes in required colors	-As instructed by Director	-Eyelashes and eyelash glue ("Natural Look" or similar lashes) -See " Canes " make-up requirements	-See " Canes " specialty requirements

Role/ Call Time	Attire	Hair	Make-Up	Supplies
<p>Canes</p> <p>Act 2</p> <p>Call Time: 30 minutes after Act I</p>	<p>-Nude camisole leotard</p> <p>-Capezio Cobra Fabric Ballet Slippers (pink)</p>	<p>-Bun on crown of head with hairnet</p>	<ul style="list-style-type: none"> - Ben Nye personal makes up kit matching dancer's skin tone (purchase from OBT) - Eye shadow – cream color for under brow and various brown shades - Eyeliner - dark brown or black (pencil or liquid - liquid stays on better) - Mascara - black - White cream shadow for blocking dark brows - Eyebrow pencil, eyebrow brush, and sharpener - brown (black only if you have very black hair!) - Light brown pencil for all blondes and everyone who needs hairline drawn in - Blush based on dancer's skin tone for cheeks - Additional blush or shadow to use for contouring and shading (should be slightly darker than base color) - Makeup brushes - Lipstick – Red (without any blue tones - check label) (e.g., Revlon 720 Fire and Ice) - Lip-liner pencil or brush - Petroleum jelly or clear lip gloss - Cosmetic bag or train case to store dancer's items - Sponges for pancake and correcting mistakes - Sharpener for makeup pencils - Applicators for eye shadow - Q-tips in re-sealable (Ziploc) bags - Pre-moistened facial wipes like Olay/Makeup remover - Face moisturizing cream and Chapstick 	<ul style="list-style-type: none"> -Soap, deodorant, towel, washcloth - Small hairspray and gel - Hair pins and Bobby pins - heavy duty, not tiny wire ones - Hairnets - Brush, comb - Tissues - Mirror - Needle, thread, scissors, safety pins - Nude dance trunks - Several extra pair of tights - For pointe shoes: Calamine lotion or Bob Kelly Ivory color pointe shoe blend makeup - (Sufficient pairs of pointe shoes to last the entire run of the production)
<p>China Doll</p> <p>Act 1</p> <p>Call Time: 1 hour before the start of the show</p>		<p>-Hair is flat to head to fit under cap</p> <p>- Nude nylon cap (queen size knee hi stocking) to cover hair</p>	<ul style="list-style-type: none"> - Ben Nye personal makes up kit matching dancer's skin tone (purchase from OBT) - Dancer supplies pre-moistened facial wipes (e.g. Olay or Ponds) - Face moisturizing cream - Chapstick - Foam applicator sponges (multiple) <p>NOTE: Some Specialty makeup will be provided</p>	<ul style="list-style-type: none"> - Nude nylon cap (queen size knee hi stocking) to cover hair

Role	Attire	Hair	Make-Up	Supplies
<p>Clara</p> <p>Acts 1 & 2</p> <p>Call Time: 3 hours before the start of the show</p>	<p>-Nude camisole leotard -Pink tights -Pink pointe shoes with white ribbons and elastics - Black pointe shoes with white ribbons and elastics</p> <p>NOTE: YOU MUST TURN IN YOUR SHOES TO THE WARDROBE MISTRESS BY FRIDAY NOVEMBER 15th for dyeing. Label your pointe shoes using a Sharpie to write the following on masking tape—your name and your role. Place the tape on the bottom of the shoes. Make sure you label BOTH shoes. They will be returned with matching ribbons that you will sew in.</p>		<p>-See “Party Scene Girls” make-up requirements</p>	<p>-See “Party Scene Girls” specialty requirements</p>
<p>Court Ladies</p> <p>Act 2</p> <p>Call Time: 30 minutes after Act 1</p>		<p>-As instructed by Director</p>	<p>-Eyelashes and eyelash glue (“Natural Look” or similar lashes) -See “Canes” make-up requirements</p>	<p>-See “Canes” specialty requirements</p>
<p>Gigogne Girls Gigogne Boys Cooks</p> <p>Act 2</p> <p>Call Time: 30 minutes after Act 1</p>	<p>-Black leather flat ballet slippers - Gigogne: nude camisole leotard - Cooks: white fitted t-shirt boys/nude camisole leotard girls</p> <p>Note: Shoes must have elastics sewn onto the shoes which match the color of the dancer’s tights (Girls – white, boys – black)</p>	<p>- Gigogne girls – pigtail braids - Gigogne boys – bun on top of head or braids to fit under caps on heads -Little Cooks - hair will be tucked under cook hat</p>	<p>-See “Party Scene Girls” make-up requirements</p>	<p>See “Party Scene Girls” specialty requirements</p> <p>-Make sure you bring extra bobby pins to secure caps</p>

Role	Attire	Hair	Make-Up	Supplies
Mice - Big Act 1 Call Time: 45 minutes before the start of the show	- Leotard of any color - Black leather flat ballet slippers Note: Shoes must have black elastics sewn onto the shoes. - Optional: you can wear your own black tights. If not, OBT will provide a pair of black tights to go over your pink/nude tights	-Hair flat to head (such as French braid) or in bun covered with hairnet to fit under mouse head -Black nylon cap (e.g. queen size knee-hi) to cover hair	-NONE	-large Safety pins -Black nylon cap (e.g. queen size knee-hi) to cover hair
Mice - Little Act 1 Call Time: 30 minutes before the start of the show	- Leotard of any color - Black leather flat ballet slippers Note: Shoes must have black elastics sewn onto the shoes. - Optional: you can wear your own black tights. If not, OBT will provide a pair of black tights to go over your pink/nude tights	-Hair flat to head (such as French braid) or in bun covered with hairnet to fit under mouse head -Black nylon cap (e.g. queen size knee-hi) to cover hair	-NONE	-large Safety pins -Black nylon cap (e.g. queen size knee-hi) to cover hair
Military Dolls Wooden Dolls Star Act 1 Call Time: 1 ½ hours before the start of the show	-Nude camisole leotard -Pointe shoes NOTE: YOU MUST TURN IN YOUR SHOES TO THE WARDROBE MISTRESS BY FRIDAY NOVEMBER 15th for dyeing. Label your pointe shoes using a Sharpie to write the following on masking tape—your name and your role. Place the tape on the bottom of the shoes. Make sure you label BOTH shoes. They will be returned with matching ribbons that you will sew in.	-Military Doll – High bun to fit under hat -Wooden Doll – Hair flat to head (such as French braid) -Star – High bun	-See “Party Scene Girls” make-up requirements above -Dolls get cheeks from make-up committee -Dolls’ lips to be done by makeup committee	See “Party Scene Girls” specialty requirements above

Role	Attire	Hair	Make-Up	Supplies
<p>Party Scene Boys</p> <p>Act 1</p> <p>Call Time: 1 ½ hours before the start of the show</p>	<p>- Fitted, plain white t-shirt (no words, logos, etc.)</p> <p>- Black tights (worn to theater), [OBT will provide white tights worn on top of dancer's tights]</p> <p>- Black leather flat ballet slippers</p> <p>NOTE: Shoes must have white elastics sewn onto the shoes.</p> <p>If you borrow shoes from OBT, get help in the Costume Shop at BDC to label a re-sealable (Ziploc) bag with your name, place your shoes in the bag, and put them in the designated bin. Be sure to turn in your shoes to the designated bin before the move to the theatre.</p>	<p>-Clean part</p> <p>-Gelled back</p> <p>-Curly hair may simply be sprayed</p>	<p>- Ben Nye personal makes up kit matching dancer's skin tone (purchase from OBT)</p> <p>- Q-tips in re-sealable (Ziploc) bags</p> <p>- Pre-moistened facial wipes like Olay to remove make up</p> <p>- Face moisturizing cream</p> <p>- Chapstick</p> <p>- Sharpener for eye pencil</p> <p>- Small hairspray and gel</p> <p>- Bobby pins for longer hair</p> <p>- Brush, comb</p>	
<p>Party Scene Girls</p> <p>Act 1</p> <p>Call Time: 1 ½ hours before the start of the show</p>	<p>-Nude camisole leotard</p> <p>-Pink tights</p> <p>NOTE: (OBT will provide white tights to go over these)</p> <p>- Black leather flat ballet slippers</p> <p>Note: Shoes must have white elastics sewn onto the shoes.</p>	<p>-Each Party Girl will have a hairstyle specific to the costume that she will wear. This information will be provided to dancer.</p>	<p>- Ben Nye personal make up kit matching dancers skin tone (purchased from OBT)</p> <p>- Cosmetic bag or train case to store dancer's items</p> <p>- Q-tips in re-sealable (Ziploc) bags</p> <p>- Foam applicator sponge wedges (available at CVS, RiteAid, Walgreens)</p> <p>- Pre-moistened facial wipes (e.g. Olay, Ponds)</p> <p>- Face moisturizing cream</p> <p>- Chapstick</p> <p>- Eye pencil sharpener</p>	<p>- Small hairspray and gel</p> <p>- Hairnets</p> <p>- Bobby pins – large package, to be replaced as needed during course of show</p> <p>- Brush, comb</p>
<p>Teddy Bear</p> <p>Act 1</p> <p>Call Time: 1 hour before the start of the show</p>		<p>- Hair flat to head (such as French braid) or in bun with hairnet to fit under hood</p> <p>- brown nylon cap</p>	<p>- Specialty makeup will be provided</p> <p>- Dancer supplies pre-moistened facial wipes like Olay or Ponds</p> <p>- Face moisturizing cream</p> <p>- Chapstick</p> <p>- Foam applicator sponges (multiple)</p>	<p>- brown nylon cap</p>

Student Party Scene Make-up Kits Order Form

Deadline for money & forms: **Wednesday, November 20**

Bring completed form and payment to BDC - Place in envelope marked: **Make-up Kits**

Pay with *exact* cash or check (**checks should be made out to: ROGER RIGGLE MAKEUP, LLC**)

Dancer Name(s): _____
Parent Contact: _____
Email address: _____
Phone number: _____
Address: _____

Kit color* (circle correct kit which includes foundation):

Makeup kit is \$23.32 (includes sales tax)

PK -O Fair: Lightest	PK-1 Fair: Light/Medium	PK-2 Fair: Medium/Tan	PK -3 Olive: Light/Medium
PK -4 Olive: Medium/Deep	PK-45 Brown: Light	PK-5 Brown: Medium	PK-6 Brown: Dark

Total Kits Ordered: _____ **Cost:** _____

Foundation only color (circle desired foundation):

6% sales tax must be added to all Foundation orders

PK -O = L-0 \$9.50	PK-1 = L-2 \$9.50	PK-2 = ISK-18 \$12.00 <small>[Ben Nye #IS-18 Matte HD, Int'l series - Olive Tan]</small>	PK -3 = P-45 \$9.50
PK -4 = P-127 \$9.50	PK-45 = P-125 \$9.50	PK-5 = MHK-11 \$12.00 <small>[Ben Nye #MH-11 Matte HD Found, Mojave Series-Brazil Nut]</small>	PK-6 = MHK-18 \$12.00 <small>[Ben Nye #MH-18 Matte HD Found, Mojave Series-Coco Soufflé]</small>

Total Foundation: _____ **Cost:** _____

Total with 6% sales tax: _____

Amount Paid: _____ **cash** _____ **check number** _____

*For Kit color see the samples on the studio bulletin board. If unsure about correct color, please speak to Roger Riggle



2019 NUTCRACKER SPOTLIGHTS & WELL WISHES

DEADLINE FOR PAYMENT AND SUBMISSION OF DANCER TRIBUTES:

Monday, November 11, 2019

- **\$100 per Spotlight listing for all forms and payments received by November 11th.**
- **\$25 per Well Wish listing for all forms and payments received by November 11th.**

LAST CALL DEADLINE (available online only).

- **\$115 per Spotlight listing for all forms and payments received between November 12th and November 15th.**
- **\$45 per well wish listing for all forms and payments received between November 12th and November 15th.**

Please drop off contracts and payment per message, in the well wish box in the BDC lobby.

Highlight your dancer by sending a Spotlight or a Well Wish to anyone involved in the production of Nutcracker: dancers, crew members, etc. They are a great way to support OBT while supporting your family and friends who are involved with the production and memorializing their hard work and accomplishments!

What is a Spotlight?

Spotlights are new this year and are available for family and friends of dancers. You will receive a 1/3 Ad space in the Nutcracker program. It is the perfect way to include a picture of your dancer(s)! Just send us you print-ready art (hi-res 300dpi minimum 4.5" wide x 2.375" high). In addition, OBT will recognize you on an email marketing shoutout to all OBT patrons, a social media recognition post, on the sponsor page of OBT website and you will receive a Certificate of Recognition.

Sample:



What is a Well Wish?

Well wishes are displayed in a nicely formatted list in the Nutcracker program. The short, personal message should include the recipient's name, a short message and a signature line (i.e., Mom and Dad)

Please keep the message portion of your Well Wish to **220 CHARACTERS OR LESS INCLUDING SPACES**— the dancer's name or your signature line are NOT included in the character count.

Sample:

WELL WISHES

PATRICK ROBINSON,

Congratulations Patrick! We are so very proud of you!! We love you so much!!

Love, Nana & Meek

THE CUNDICK LADIES,

We are excited for our lovely aunt and two of her daughters to take the stage together! You are all beautiful dancers, and we love you so much! May you have many wonderful memories of this Nutcracker season together!

Love, your Hill cousins

OLNEY CHILDREN'S BALLET THEATER" INC" T/A OLNEY BALLET THEATRE" IS A CHARITY REGISTERED IN MARYLAND as a 501(c)(3)

Complete one form per tribute. Forms on next page.

2019 Nutcracker **SPOTLIGHT** Contract

The advertiser contracts with the Olney Ballet Theatre (OBT) for a **Spotlight** Listing in the program for the 2019 production of "The Nutcracker" on the Historic Stage, Olney Theatre Center, Olney, Maryland and agrees to pay the price based on the dates above and to provide an ad per the Ad specs for the listing via email by the deadline stated. It is understood and agreed between the parties hereto that in no event shall the liability of OBT for any error or omission relating to the publication of the advertising contracted for herein exceed the amount of money paid to OBT with respect to such advertising; nor shall the OBT be liable for any information contained in the advertisement. Additional changes requested by the advertiser shall be billed at cost.

Please complete #1-12 below:

1.	ADVERTISER NAME:	
2.	HOME PHONE:	
3.	CELL PHONE:	
4.	STREET ADDRESS:	
5.	EMAIL:	
6.	AUTHORIZED SIGNATURE:	
9.	DATE:	
10.	EMAIL US YOUR PRINT-READY ART (hi-res 300dpi minimum 4.5" wide x 2.375" high).TO: sponsorships@olneyballettheatre.org	

NUTCRACKER DIRECTORY

Marie Jones

Guild Chair

Phone or Text: 240/ 342-6063

Email: chair@olneyballettheatre.org

Contact Marie for Absences, Sickness, Late Arrivals, and/or General Questions.

Angel Lead

Megan Cardenas (Chloe, Cienna and Callie's mom)

Email: web@olneyballettheatre.org

Jennifer Lucina (Charlotte & Genevieve's mom)

Email: Jenniferlucina@gmail.com

Audition Committee

Marie Jones (Skylar's mom)

Email: chair@olneyballettheatre.org

Cari Corrigan (Evie's mom)

Email: secretary@olneyballettheatre.org

Becky Watt Knight (Charlotte's mom)

Email: Treasurer@olneyballettheatre.org

Megan Cardenas (Chloe, Cienna & Callie's mom)

Email: web@olneyballettheatre.org

Backstage Crew and Props Leads

Sonny Mongkol (Allison, Melanie & JP's dad)

Email: smongkol06@gmail.com

Terra Trabelsi (Salema, Giovanni, Jaleel and Amir's mom)

Email: terratrabelsi@gmail.com

Casting Committee

Alice Welch (Brenda's mom)

Email: casting@olneyballettheatre.org

Costume & Fitting

TBA– contact info@olneyballettheatre.org if interested

Documentation Committee

Megan Cardenas (Chloe, Cienna and Callie's mom)

Email: web@olneyballettheatre.org

Cari Corrigan (Evie's mom)

Email: secretary@olneyballettheatre.org

Floater Lead

See Production Management for contacts

Flyers Distribution Coordinator

Email: info@olneyballettheatre.org

Fundraising Committee

Jessica Eustace (Harrison's mom)

Email: jkhe88@aol.com

Sharon Ilanes (Maya & Paloma's mom)

Email: lbi113@yahoo.com

Gigogne Lead

TBA– contact info@olneyballettheatre.org if interested

Grants Committee

TBA– contact info@olneyballettheatre.org if interested

Green Room Lead

Jessica Eustace (Harrison's mom)

Email: jkhe88@aol.com

Mice Lead

TBA– contact info@olneyballettheatre.org if interested

Nutwear

Jessica Eustace (Harrison's mom)

Email: jkhe88@aol.com

Outreach Committee

Jessica Eustace (Harrison's mom)

Email: jkhe88@aol.com

Sharon Ilanes (Maya & Paloma's mom)

Email: lbi113@yahoo.com

Party Scene BOYS Lead

Stephanie Bradshaw (TJ & Grant's mom)

Email: slasalle2002@yahoo.com

Jessica Eustace (Harrison's mom)

Email: jkhe88@aol.com

Party Scene PARENT DANCER Lead

Email: info@olneyballettheatre.org

Poster Distribution Coordinator

Email: info@olneyballettheatre.org

Print Media Committee

Hillary Coggeshall

Email: Hillary.coggeshall@gmail.com

Production Management

Audie Atenza (Xochi's dad)

Email: audie.atienza@gmail.com

Royal Dellinger

Email: royal.dellinger@gmail.com

Sonny Mongkol (Allison, Melanie & JP's dad)

Email: smongkol06@gmail.com

Social Media Committee

TBA– contact info@olneyballettheatre.org if interested

Sales

Becky Watt Knight (Charlotte's mom)

Email: Treasurer@olneyballettheatre.org

Sponsorship Committee

Mia Shiffman (Samantha's mom)

Email: sponsorships@olneyballettheatre.org

Jeremy Shiffman (Samantha's dad)

Email: Jeremy.Shiffman@jhu.edu

Joyce Whaley (Aliya's mom)

Email: aliyawhaley@gmail.com

Mike Oestriech (Ella's dad)

Email: mikeoestriech@yahoo.com

SSL Coordinator

Kristen Heatwole (Courtney's mom)

Email: dkgheatwole@gmail.com

Sarah Petusky (Marissa's mom)

Email: sarahpetusky@yahoo.com

Tea Lead

Sharon Ilanes (Maya & Paloma's mom)

Email: lbi113@yahoo.com

Megan Cardenas (Chloe, Cienna, & Callie's mom)

Email: Web@olneyballettheatre.org

Tech Week Lead

Email: info@olneyballettheatre.org

Ticketing & Box Office Committee

Megan Cardenas (Chloe, Cienna and Callie's mom)

Email: web@olneyballettheatre.org

Matias Ilanes (Maya & Paloma's dad)

Usher Lead

Megan Cardenas (Chloe, Cienna and Callie's mom)

Email: web@olneyballettheatre.org

Volunteers Committee

TBA

Web Design

Megan Cardenas (Chloe, Cienna and Callie's mom)

Email: web@olneyballettheatre.org

Well Wishes & Spotlights Lead

Email: info@olneyballettheatre.org if interested

NUTCRACKER VOLUNTEER

All parents are needed and are encouraged to volunteer. It is required that at least one Parent or Guardian of the Dancer participates in the preparation and production of the performances.

Parents or Guardians of the Dancer SHALL commit to a minimum of 20 volunteer hours (10 hours if your only dancer is cast as an angel).

- Ten (10) of the 20 hours must be from the "Production Roles" listed below.
- Dancers can earn SSL hours for Montgomery County for performances.
- All volunteers must complete a Volunteer Log by **December 31, 2019**.
- **Please complete your Volunteer Logs electronically**
- Volunteers may be assigned to volunteer for a specific activity per the needs of the company and the production
- In lieu of hourly participation, parents may instead contribute \$20 (Twenty dollars) per hour, up to 20 hours (\$400) to allow OBT to hire substitute help.
- Volunteers may not bring other children (even if they are dancers) with them while they are working a volunteer shift.
- We ask all Volunteers to use the sign-up genius links found on our website under our "Members" tab.
- Families may seek corporate and community sponsors to fulfill the volunteer requirements. Please see the letter from the Sponsor Chair which has details about volunteering through securing sponsors for OBT

Why do I have to track my volunteer hours?

Tracking volunteer time might sound like just another item on your to-do list, but this simple task opens doors for OBT as a non-profit organization with dramatic effects:

- As a non-profit group, we rely heavily on funding. Your volunteer time helps us secure funding for grants!!
- Time-tracking enables us to provide powerful data for our donors as proof that we are using funds as effectively as possible.
- You are helping to build a community – by volunteering, we are not only working together and strengthening our own OBT community, but we are also strengthening the surrounding community who engage in supporting our performances and ballet arts.
- Without your volunteer hours, the show could not go on and these wonderful dancers would not be given this unique opportunity to be on up on staging performing!

NUTCRACKER VOLUNTEER LOG

 Parent Name

 Parent Email

 Dancer Name(s) {list all Dancers}

Enter Total Volunteer Hours for the 2019 Nutcracker Season
 (When entering answer, please put time values as follows:
 15 minutes = .25 / 30 minutes = .5 / 45 minutes = .75. For example: if you worked 20 and 1/2 hours, you would enter "20.5".)

Breakdown of Volunteer Hours

Please select from the following categories below to describe your "Volunteer Role":

<input type="checkbox"/> Angel Parent <input type="checkbox"/> Auditions Volunteer <input type="checkbox"/> Backstage Crew & Props <input type="checkbox"/> Costumes <input type="checkbox"/> Crafts/ Non-Sewing <input type="checkbox"/> Door Monitor (Green Room) <input type="checkbox"/> Floater <input type="checkbox"/> Flyers Distribution <input type="checkbox"/> Gigogne Parent <input type="checkbox"/> Hair Braiding <input type="checkbox"/> Load IN Set / Build Cubbies <input type="checkbox"/> Load OUT Set <input type="checkbox"/> Makeup (Party Scene) <input type="checkbox"/> Makeup (Specialty) <input type="checkbox"/> Mice Parent <input type="checkbox"/> Party-Scene BOYS Parent <input type="checkbox"/> Party-Scene PARENT Dancer <input type="checkbox"/> Poster Distribution <input type="checkbox"/> Sales (Concessions) <input type="checkbox"/> Sales (Souvenirs)	<input type="checkbox"/> Sewing <input type="checkbox"/> Sponsorships <input type="checkbox"/> SSL Coordinator <input type="checkbox"/> Tea Party <input type="checkbox"/> Tech Week Volunteer <input type="checkbox"/> Tickets- Box Office <input type="checkbox"/> Usher <input type="checkbox"/> Well Wishes Coordinator <input type="checkbox"/> Committee – Audition <input type="checkbox"/> Committee – Casting <input type="checkbox"/> Committee – Documentation <input type="checkbox"/> Committee – Fundraising <input type="checkbox"/> Committee – Grants <input type="checkbox"/> Committee – Nutwear <input type="checkbox"/> Committee – Outreach <input type="checkbox"/> Committee – Print Media <input type="checkbox"/> Committee – Production <input type="checkbox"/> Committee – Social Media <input type="checkbox"/> Committee – Volunteer <input type="checkbox"/> Committee – Web Design <input type="checkbox"/> Management
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Job #	Date Worked	Volunteer Role (Please select from the list on the first page)	Hours Worked <small>(When entering answer, please put time values as follows: 15 minutes = .25 / 30 minutes = .5 / 45 minutes = .75. For example: if you worked 1 and 1/2 hours, you would enter "1.5")</small>
1			
2			
3			
4			
5			
6			
7			
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25			

Verification

I verify that the contents of the foregoing are true to the best of my knowledge, information and belief

Signature

Date

OBT thanks you for all of the time, energy and effort you put into the 2019 Nutcracker production!

NUTCRACKER PRE-PRODUCTION VOLUNTEER ROLES

Audition Volunteer

NOTE: This is an assigned position

WHEN: Saturday of auditions from 2:30pm - no later than 7pm AND/OR Sunday of auditions from 1:45pm - no later than 6pm

TIME COMMITMENT: Saturday: at most 4.5 hours and/or Sunday: at most 4.25 hours

WHERE: Berrend Dance Centre

DESCRIPTION: Olney Ballet Theatre will hold open auditions for children's roles in The Nutcracker. Auditions are wonderful opportunities for OBT to reach out to the community as well as for community members to learn about performing and ballet. Audition volunteers help facilitate the open auditions, which attract many young hopefuls and their parents. Audition volunteer positions are great for people who are organized, upbeat, like working with the public and have at least one year of experience volunteering with OBT.

Audition CALLBACKS Volunteer

NOTE: This is an assigned position

WHEN: During Callbacks

TIME COMMITMENT: Saturday: at most 4.5 hours AND/OR Sunday: at most 4.25 hours

WHERE: Berrend Dance Centre

DESCRIPTION: Olney Ballet Theatre will hold callbacks for children who passed through open auditions in September. Callback volunteers help facilitate the callbacks. Callback volunteer positions are great for people who are organized, upbeat, like working with the public and have at least one year of experience volunteering with OBT.

Crafts / Non-Sewing / Costumes

WHEN: Flexible when the studio is open

TIME COMMITMENT: Flexible

WHERE: In the costume shop across the hall from the studio. During the week, volunteers can ask the front desk person for access to the costume shop. Look for projects labeled with instructions on the "To-Do" rack (straight ahead when you enter) or the cutting table (to the right when you enter).

DESCRIPTION: While you are sitting, waiting for your dancer to finish rehearsal, check out the easy crafts that are available in the sewing room. Supplies and samples will be at-the-ready. Quick and easy way to log in those volunteer hours! Just stop by the sewing room when you are in the studio. Unless otherwise approved, all of these crafts must be done in the Studio.

PROJECT EXAMPLES: Cut out red felt circles (for soldier/dolls cheeks); Make tiaras out of pipe-cleaners; Removing dry cleaner plastic bags and labels from costumes; Transferring all costumes from wire hangers to plastic or wooden hangers; Sorting, sizing and labeling children's tights; Cutting ribbons and elastics; Gluing, painting; preparing pointe shoes for painting; steaming/ironing costumes; transport costumes from studio to theatre, etc.

Donations for Souvenir Table

Do you have items that you want to gift to OBT to sell at the souvenir table? Items must be approved in advance by emailing: treasurer@olneyballettheatre.org. Please contact the Treasurer directly.

Flyers Distribution Volunteer

WHEN: School flyer distributions must be completed prior to November 7, 2019. More flexibility for flyer distribution to businesses

TIME COMMITMENT: Flexible

DESCRIPTION: Volunteer to distribute flyers to MCPS elementary schools' offices to be put in student backpacks. If you have a child in a MCPS elementary school and/or drive by an MCPS elementary school, this job is perfect for you. If you know a small local business (i.e., dentist, doctor, orthodontist, etc.) that has a place to leave a small pile of flyers, please let us know! Interested? Contact: info@olneyballettheatre.org

Party Scene PARENT DANCER (those cast by Director)

TIME COMMITMENT: Attending weekly rehearsals leading up to the show and performing in selected shows

DESCRIPTION: This volunteer role is cast by Director. The Nutcracker opens with the Party Scene, where Party Mothers and Fathers are costumed and lead the children in each family. Women 5'5" and taller as well as men 5'10" and taller.

Poster Distribution Volunteer

WHEN: In weeks leading up to the production

TIME COMMITMENT: Flexible

DESCRIPTION: Hang posters in visible public places (with permission if needed), like grocery stores, shops, dry cleaners, library, etc. Contact info@olneyballettheatre.org

Sewing

WHEN: Flexible when the studio is open

TIME COMMITMENT: Flexible

WHERE: In the costume shop across the hall from the studio. During the week, volunteers can ask the front desk person for access to the costume shop. Look for projects labeled with instructions on the "To-Do" rack (straight ahead when you enter) or the cutting table (to the right when you enter).

DESCRIPTION: Welcome to the Land of the Nimble-Fingered Sewing (and Non Sewing) Sprites! From the smallest mouse to the Sugarplum Fairy, the costume process needs many volunteers to help the Costume team complete many different tasks. This area is perfect for people who sew and/or like crafts, working with their hands, organizing and seeing the magic behind the gorgeous costumes. Helping out with costume tasks also is a great way to spend time while waiting for your child during class and rehearsals at the studio as well as possibly back stage during performances.

Sewing Scribe (non-sewing job)

WHEN: During Fittings

TIME COMMITMENT: Typically 1 hour or length of fitting

WHERE: In the costume shop across the hall from the studio.

DESCRIPTION: Help Lauren during fittings by writing down measurements she reads aloud. This is great for parents who are in the studio during a fitting for their dancer. The sign-up link will be updated as fitting schedule is updated.

Sponsorship

WHEN: Flexible - in October and until deadline for submitting all Sponsorships to the printer (in mid-to-late November)

TIME COMMITMENT: Flexible – however much you wish (for example, keep 5 or 6 sets in your car so you can present them to folks as you go about your day AND/OR email potential sponsors when you can)

PERK: You can receive OBT volunteer hours by securing sponsors

DESCRIPTION: Selling sponsorships is one way we help raise money. Our Sponsor Program generates thousands each year that support OBT’s educational and performance initiatives. We count on volunteers to make that happen. Volunteers ask local vendors, companies, friends and families with business, etc. to purchase ad space in The Nutcracker program. Our audience is a great Sponsor “fit” for private schools, tutoring, businesses that cater to children or their parents, fitness and athletic organizations and restaurants! Many sponsors have generated business from their ads in The Nutcracker program. Working as a Sponsorship Helper Volunteer is great for someone who likes to talk to people and is great at sales. Reach out to the Sponsorship Committee Today.

Well Wishes Coordinator

Do you want to submit a Well Wish or a Spotlight for your special dancer or backstage volunteer, but wonder how it will get into the Nutcracker program? We need someone to coordinate Dancer Tributes—collect the messages (all submitted on OBT’s website), connect with OBT Treasurer on payment, and work with the program designer on the layout of the tributes in the program. If you enjoy volunteering from home and working on the computer, the Well Wishes Coordinator role may be right for you. Help communicate families’ messages of congratulations and support to performers and backstage workers by being the Well Wishes Coordinator.

NUTCRACKER PRODUCTION VOLUNTEER ROLES

Angel Volunteer

WHEN: Arrive at Angel call time

TIME COMMITMENT: 2 hours for each performance

WHERE: Green Room

DESCRIPTION: We ask for only FEMALE volunteers for this role. You will need to come at the angel call time and stay with the angels until their performance is done. You will help with check-in, get angels into and out of their costumes, and get angels to and from the stage. This role is great for angel parents or people who like to work with small children.

Backstage Crew and Props Volunteer

WHEN: 30 minutes before performance

TIME COMMITMENT: Unless the volunteer is working during one act, you will stay until 30 minutes after the performance

WHERE: Backstage

VOLUNTEERS: **Note: Crew volunteers should be strong and capable of lifting up to 100 pounds **

DESCRIPTION: The show cannot go on without the Backstage Props and Crew Volunteers. If you want to participate in the show's magic without performing (and enjoy a fantastic and up-close view of the performance), working as a Backstage Prop or Crew Volunteer is the perfect job.

Costume Volunteer (Green Room)

WHEN: Volunteers are needed prior to the performance through Act I. Example of a shift for a 7:30 p.m. performance would be from 6:00-8:30 p.m.

TIME COMMITMENT: 2 -2.5 hours per show depending on shift

WHERE: Green Room

DESCRIPTION: Help dancers get into their costumes and any other Green Room needs.

Door Monitor (Green Room)

WHEN: Shifts needed for Act I and Act II (example of shifts for a 7:30 p.m. show are from 5:15-8:30 p.m. or 8:30 - 10:00 p.m.)

TIME COMMITMENT: 3 - 3.5 hours for each performance (depending on shift)

WHERE: Green Room

DESCRIPTION: You will sit at the front table in the Green Room and help sign-in / sign-out dancers and volunteers. You will facilitate people signing up for open volunteer slots the day of the performance. You will also help where needed in the Green Room (like helping dancers get into costume and keeping the Green Room clean). You will stay with the children that are waiting in the Green Room until their parents arrive to pick them up. This role is great people who are organized, helpful and like to work with children.

Floater

NOTE: This is an assigned position.

WHEN: Arrive 30 minutes before the show begins

TIME COMMITMENT: Entire show, if necessary

WHERE: "Floats" around and help out where needed

VOLUNTEERS: Must have a minimum of 1-2 years Nutcracker Volunteer experience and familiarity with OBT's work. 1 volunteer per show

DESCRIPTION: Each Nutcracker performance needs help in different areas (e.g., in the lobby, backstage, in the Green Room). Needs for communication (e.g., looking for someone, transporting costumes, running errands, delivering items/messages) between these different parts of the theater also come up. The Floater Volunteer

position is great for a person who has familiarity with the running of the Nutcracker, where designated areas are, etc.

Gigogne Volunteer

WHEN: Volunteers are needed for Act II. Example of shift: 8:30-10:30 p.m.

TIME COMMITMENT: 2 -2.5 hours per show depending on shift

WHERE: Green Room

DESCRIPTION: Help dancers get into their costumes; take them to and from the stage and any other Green Room needs.

Hair Braiding Volunteer

WHEN: Arrive 1½ hour prior to Performance Time

TIME COMMITMENT: 1 hour per show

WHERE: Green Room

VOLUNTEERS: Braiding experience necessary. Need at least 2-3 volunteers

DESCRIPTION: Help dancers get ready for performance. This position is great for volunteers who like to braid hair. Each hair style should be different.

Load-IN Set Volunteer

WHEN: November 30th and December 1st (both days)

DESCRIPTION: All hands on Deck. Heavy hands make light work. Help load in the Nutcracker set and build cubbies.

Load-OUT / Strike the Set Volunteer

WHEN: December 26th

DESCRIPTION: All hands on Deck. Heavy hands make light work. Help break down the set and load out.

Makeup PARTY SCENE Volunteer

WHEN: Arrive 1½ hour prior to Performance Time

TIME COMMITMENT: 1½ hour per show

WHERE: Green Room

VOLUNTEERS: No experience needed. Need at least 2-3 volunteers

DESCRIPTION: Help dancers get ready for performance. This position is great for volunteers who like to put on makeup. There will be a tutorial to show volunteers how to put on makeup.

Makeup SPECIALTY Volunteer

WHEN: Arrive 1 hour prior to Performance Time

TIME COMMITMENT: 1 hour per show

WHERE: Green Room

VOLUNTEERS: No experience needed. Need at least 2-3 volunteers

DESCRIPTION: Help dancers get ready for performance. This position is great for volunteers who like to put on makeup. There will be a tutorial to show volunteers how to put on makeup.

Mice (Big & Little) Volunteer

WHEN: Arrive at Mice call time

TIME COMMITMENT: 45 minutes hour for each performance

WHERE: Green Room

DESCRIPTION: You will need to come at the mice call time and stay with them until their performance is done. You will help get big and little mice into and out of their costumes and to and from the stage.

Party Scene BOYS Volunteer

WHEN: Arrive 20 minutes before general call time.

TIME COMMITMENT: 1.5-2 hours each performance. (Expect to stay until the beginning of the Act II).

WHERE: Green Room

DESCRIPTION: You will help all of the boys into costume, put on makeup (experience not required), style their hair and line up to leave for the stage. You will help set up costumes for next performance. This role is great for people who have sons or who like to work with children.

Party Scene PARENT DANCER (those cast by Director)

TIME COMMITMENT: Attending weekly rehearsals leading up to the show and performing in selected shows

DESCRIPTION: This volunteer role is cast by Director. The Nutcracker opens with the Party Scene, where Party Mothers and Fathers are costumed and lead the children in each family. Women 5'5" and taller as well as men 5'10" and taller.

Sales - Concessions

WHEN: Before, during, and after select performances.

TIME COMMITMENT: 3 hours per show

WHERE: Theatre Lobby

DESCRIPTION: We sell Nutcracker souvenirs and other select small gifts in the theatre lobby before the show and during intermission, as well as selling concessions during intermission. We also sell gifts and souvenirs between shows on dates when there is both a matinee and evening performance. This is a fun volunteer position for someone who enjoys interacting with people and enjoys a fast pace during intermissions.

Sewing

WHEN: Dress Rehearsals and during performances

TIME COMMITMENT: Unlimited 2-hour shifts

WHERE: In the costume room located in the hallway behind the stage.

DESCRIPTION: Welcome to the Land of the Nimble-Fingered Sewing Sprites! Help with costume tasks (minor hand sewing, repairs, etc.) as needed backstage and in the Green Room.

Tea Party

Help with set up at the venue for the Nutcracker Tea. Assist as needed during the Tea and Clean up after the Tea. Bring costumes and accessories back to the theatre after the Tea.

DESCRIPTION: The Nutcracker Tea Party will follow a selected Sunday Nutcracker matinee performance. The Tea Party is a fun event held at a venue outside of the theatre where guests will mingle with costumed Nutcracker dancers, collect autographs, enjoy crafts, take a picture with the Sugar Plum Fairy and more.

Tech Week Volunteer

WHEN: During Tech Week

WHERE: At Berrend Dance Centre and at the Olney Theatre

TIME COMMITMENT: Approximately 1-hour shifts

DESCRIPTION: During tech week, we need the following:

Studio Parent - one parent to stay in the studio's lobby to "man" the front desk.

Audience Parents - sit in the theatre during the running of the show to help monitor the dancers

Lobby Parent - sit in the lobby during the running of the show and answer parent questions and to ensure only people allowed in the theatre are let in.

Tickets - Box Office

ALL VOLUNTEERS MUST DOWNLOAD THE TICKETING APP ON YOUR PHONE. Please do not volunteer for this position if you cannot download the app. and scan patron's tickets.

NOTE: This is an assigned position.

WHEN: Arrive 45 minutes before the show starts.

TIME COMMITMENT: Through the end of Act 1

WHERE: In the Lobby

DESCRIPTION: Help handle all of the ticketing needs for our patrons. You will also help scan tickets for admittance. This position is great for volunteers who are punctual, can work with computers, can provide wonderful customer service, can sometimes help do preparation work outside of each performance and can do it all with a smile on their face!

Usher

ALL VOLUNTEERS MUST DOWNLOAD THE TICKETING APP ON YOUR PHONE. Please do not volunteer for this position if you cannot download the app. and scan patron's tickets.

WHEN: Arrive 30 minutes before the show starts.

USHER TIME COMMITMENT: One usher may leave after Act II begins. The other usher stays until the end of the show.

WHERE: In the Lobby

DESCRIPTION: Usher volunteers help us start performance by welcoming audience members. All ushers will scan tickets for admittance and will hand out playbills and direct people to their seat. This position is great for volunteers who enjoy seeing people. One additional perk of ushering is catching glimpses of the performance from the back of the house.

MESSAGE BOARD

We have created a “Message Board” under the Member tab. The "Message Board" allows us to post and disseminate information on a specific topic or area of interest, e.g., a specific volunteer area to our Members. Once we post a message, all those that “follow” that particular forum will receive an email or push notification.

At this time, you will not be able to comment or respond back but only receive an email/notification.

You will have the ability to follow different forums, however all Members should make sure they “follow” the “All Cast” forum because this is primarily how we will be communicating with you.

Please Note:

1. Please **DO NOT** hit “reply” to any of the notifications in your email box as they will **NOT BE RECEIVED BY OBT**. If you have questions or comments regarding a notification, kindly begin a new email and send it directly to the appropriate OBT contact.
2. **The Notifications sent to your email show only the first few lines of the actual post. It is important that you open each notification to read the entire message.**
3. Members can decide if they want the notifications to come in the form of an email or as a “push” message by adjusting your settings. Instructions on changing your notification settings are attached.
4. All Members need to “follow” the “All Cast” forum. You will also have the ability to “follow” any of the other available forums. Enclosed are instructions on how to “follow” other forums to receive their notifications.
5. No need to search through your inbox for past emails. Now, you will be able to scroll through to the Message Board to find all of the postings.

MESSAGE BOARD LOGIN INSTRUCTIONS

1. Go under "Member" tab and click "Message Board"
2. Click "Login/ Sign-Up button"



3. Go to the forum entitled "All Cast" . Click on the three vertical dots.

OBT Message Board

Please do not hit reply to Notifications sent to your email from this Message Board as they will not be received by OBT.



All Cast

Follow | 10 users



Backstage Crew & Props

Follow | 10 users



4. Click "Follow Category"



All C → Follow Category

0 views | 0 posts

View Category

MESSAGE BOARD INSTRUCTIONS ON FOLLOWING A FORUM

1. Go under "Member" tab and click "Message Board"
2. Go to the forum you wish to follow . Click on the three vertical dots.



3. Click "Follow Category"



All C → Follow Category

0 views | 0 posts

View Category

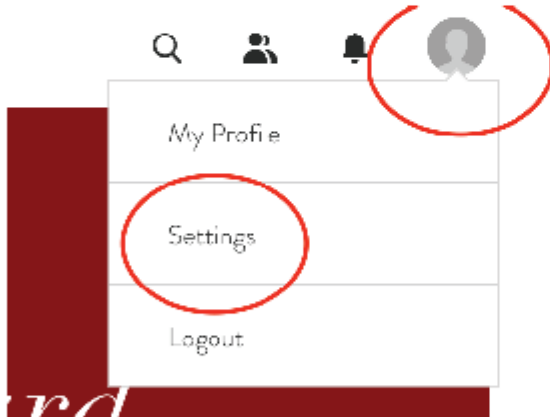
MESSAGE BOARD CHANGE NOTIFICATIONS INSTRUCTIONS

MESSAGEBOARD INSTRUCTIONS TO CHANGE NOTIFICATION SETTINGS

1. Click on the "profile" tab.



2. Click "Settings"



3. Adjust how you would like to receive notifications.



A NON-PROFIT, PERFORMING ARTS,
EDUCATIONAL ORGANIZATION
P.O. Box 946 • Olney, MD 20830 • 240.342.6063
olneyballettheatre.org

In its 13th year, **Olney Ballet Theatre's *The Nutcracker*** continues to delight area audiences and provided an amazing performance opportunity for local dancers. The production brings families and the community together with over 4,000 attendees at our 13-run show. Our Nutcracker also provides a unique opportunity for you to showcase your company while supporting our locally recognized production.

About *The Nutcracker*: OBT's classic presentation, choreographed by Washington Ballet Founder Mary Day, is staged by nationally recognized, award-winning teacher and **OBT's Artistic Director—Patricia Berrend**. Students from her Olney studio and from throughout Montgomery and Howard counties are featured prominently in our production. In addition, OBT attracts distinguished professional dancers from American Ballet Theatre, The Suzanne Farrell Ballet, Joffrey Ballet, and more. Student dancers rehearse and perform with professionals, and our audiences enjoy a professional ballet performance in an intimate local setting. More information about OBT's history and programs can be found at olneyballettheatre.org.

Your support is essential to OBT's educational mission and sustained excellence. **Please join us today.** A complete list of advertising benefits is attached. For more information and to secure your sponsorship contact: sponsorships@olneyballettheatre.org. Olney Ballet Theatre is a registered charitable non-profit organization and all donations are 100% tax deductible.

Sincerely,

A handwritten signature in black ink, reading 'Patricia Berrend'. The signature is fluid and cursive, with a large, stylized 'P' and 'B'.

Patricia Berrend
Artistic Director



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P.O. Box 946 • Olney, MD 20830 • 240.342.6063
olneyballettheatre.org

2019 NUTCRACKER SPONSOR AD SPECS

- Please mail your form with payment to OB T. You may also complete your form electronically by going to <https://www.olneyballet.org/obt-sponsor>
- Please email OB T Sponsorship Coordinator at sponsorships@olneyballettheatre.org to reserve the best possible program advertising space. In your email, please indicate your Sponsorship Level.
- Please email to photos@olneyballettheatre.org a black & white, digital file of your ad art (**300dpi high resolution pdf or jpg at the size to be printed in the program**).
- Previous advertisers - You may request to use your prior Nutcracker Program Ad which may still be on file with OB T.

AD SPECS & REQUESTED INFORMATION

<u>Title and Tea Title</u>	<u>Presenting Sponsor</u>
<ol style="list-style-type: none"> 1. PROGRAM FULL-page Ad Spec: 4.5” wide x 7.5” deep (<i>Program Ads will be black/white/red</i>) 2. TICKET FULL Ad spec: 2144 wide x 576 high jpg 3. WEBSITE Ad: provide a jpg of your logo, company phone number, physical address, and website url 4. Sponsor to provide one (1) PRINTED POSTER IN LOBBY (optional): 30” wide x 50” high 5. Sponsor to provide eight hundred (800) PRINTED PROGRAM INSERTS (optional): 5.5” wide x 8.5” high / provide 3 performance dates 6. PRE-SHOW ANNOUNCEMENT: Provide 3 performance dates 	<ol style="list-style-type: none"> 1. PROGRAM FULL-page Ad spec: 4.5” wide x 7.5” deep (<i>Program Ads will be black/white/red</i>) 2. TICKET HALF Ad spec: 1072 wide x 576 high jpg 3. WEBSITE Ad: provide a jpg of your logo along with your company phone number, physical address, and website url 4. Sponsor to provide six hundred (600) PRINTED PROGRAM INSERTS (optional): 5.5” wide x 8.5” high / provide 2 performance dates 5. PRE-SHOW ANNOUNCEMENT: Provide 2 performance dates

<p style="text-align: center;"><u>Platinum Sponsor</u></p> <p>1. PROGRAM FULL-page Ad spec: 4.5” wide x 7.5” deep (<i>Program ads will be black & white</i>)</p> <p>2. WEBSITE Ad: provide a jpg of your logo along with your company phone number, physical address, and website url</p>	<p style="text-align: center;"><u>Gold Sponsor</u></p> <p>1. PROGRAM HALF-page Ad spec: 4.5” wide x 3.625” deep (<i>Program ads will be black & white</i>)</p> <p>2. WEBSITE Ad: provide a jpg of your logo along with your company phone number, physical address</p>
<p style="text-align: center;"><u>Silver</u></p> <p>1. PROGRAM THIRD-page Ad spec: 4.5” wide x 2.375” deep (<i>Program ads will be black & white</i>)</p> <p>2. WEBSITE Ad: provide a jpg of your logo along with your company phone number, physical address</p>	

PLEASE PAY IN FULL AND RESERVE YOUR SPACE BY: **NOVEMBER 13**

SUBMIT AD FILES BY: **NOVEMBER 15**

THANK YOU!

OLNEY CHILDREN’S BALLET THEATER, INC., T/A OLNEY BALLET THEATRE, IS
 A CHARITY REGISTERED IN MARYLAND (3019) AND RECOGNIZED UNDER SEC.
 501(C)(3) OF THE INTERNAL REVENUE CODE. CONTRIBUTIONS ARE
 DEDUCTIBLE UNDER SEC. 170 OF THE INTERNAL REVENUE CODE AND APPROPRIATE REGULATIONS.



OlneyBalletTheatre

A NON-PROFIT, PERFORMING ARTS, EDUCATIONAL ORGANIZATION

P.O. Box 946 • Olney, MD 20830 • 240.342.6063

olneyballettheatre.org

2019 NUTCRACKER SPONSOR PLEDGE FORM

Yes! I would like to sponsor Olney Ballet Theatre's The Nutcracker!

SPONSORSHIP LEVEL: ___ TITLE ___ TEA TITLE ___ PRESENTING
 ___ PLATINUM ___ GOLD ___ SILVER

BUSINESS NAME: _____ CONTACT NAME: _____

STREET ADDRESS: _____ EMAIL: _____

CITY/STATE/ZIP: _____

BUSINESS PHONE: _____ CELL PHONE: _____

- I am a Title, Tea, or Presenting Sponsor, please reserve my complimentary tickets for (circle one)
Friday 12/13 at 7:30 pm; Saturday, 12/14 at 1:30 p.m., or Saturday, 12/14 at 7:30 pm
- I am a Platinum or Gold Sponsor, please reserve my complimentary tickets for (circle one)
Friday 12/13 at 7:30 pm; or Saturday, 12/14 at 7:30 pm
- I am a Silver Sponsor and do not receive complimentary tickets as part of my sponsorship package
- I am unable to attend *The Nutcracker* this year. Please donate my tickets.

1. Please mail this completed form with payment to OBT. You may also complete your form electronically by going to <https://www.olneyballet.org/obt-sponsor>
2. Please email OBT Sponsorship Coordinator at sponsorships@olneyballettheatre.org to reserve the best possible program advertising space. In your email, please indicate your Sponsorship Level.
3. Please submit your digital advertisement, if available (see Ad Specs attachment) to photos@olneyballettheatre.org.

All Sponsorship commitments are due November 13. Ad files are due November 15.

Please make check payable to Olney Ballet Theatre and mail to:

Olney Ballet Theatre, ATTN: Sponsorships
P.O. Box 946, Olney, MD 20830

Sponsorship Agreement:

Advertisements promised as a benefit of above named Company's Sponsorship of Olney Ballet Theatre (OBT) will appear as submitted via email by Company to OBT in the program for the 2019 production of "The Nutcracker" on the Historic Stage, Olney Theatre Center, Olney, Maryland. It is understood and agreed between the parties hereto that in no event shall the liability of OBT for any error or omission relating to the publication of the advertising promised as a benefit of Sponsoring OBT's "The Nutcracker" exceed the amount of money paid to OBT with respect to Sponsorship; nor shall the OBT be liable for any information contained in the advertisement.

NAME OF AUTHORIZED OFFICIAL: _____ : TITLE: _____

SIGNATURE OF AUTHORIZED OFFICIAL: _____ DATE: _____

OLNEY CHILDREN'S BALLET THEATER, INC., T/A OLNEY BALLET THEATRE, IS A CHARITY REGISTERED IN MARYLAND (3019) AND RECOGNIZED UNDER SEC. 501(C)(3) OF THE INTERNAL REVENUE CODE. CONTRIBUTIONS ARE DEDUCTIBLE UNDER SEC. 170 OF THE INTERNAL REVENUE CODE AND APPROPRIATE REGULATIONS.

Olney Ballet Theatre's the NUTCRACKER

December 13-24
Olney Theatre Center's Historic Stage



In its 13th year, with 4,000+ attendees at our 13-run show, Olney Ballet Theatre's the Nutcracker provides a unique opportunity to showcase your company while supporting our locally recognized production with a broad-reaching audience. OBT's classic presentation, choreographed by The Washington Ballet Founder Mary Day, is staged by nationally recognized, award-winning teacher and OBT's Artistic Director, Patricia Berrend. Olney Ballet Theatre is a registered charitable non-profit organization and all donations are 100% tax deductible.

- Marquee name placement on program cover
- Marquee name placement in Nutcracker email marketing campaign
- Title sponsor's name in all press releases
- Event recognition / pre-show announcement (select 3 performance dates and at the Tea Event)
- Name/logo recognition on every table at the Tea Event
- Permission to include a sponsor poster in lobby
- 1 full-page, back-cover, black, white, & red color program ad
- 10 opening weekend tickets (Fri., 12/13 at 7:30 p.m., Sat. 12/14 at 1:30 p.m. or Sat. 12/14 at 7:30 p.m.)
- 1 Ad space on every ticket for sponsor (over 4,000 tickets sold)
- Name/ logo recognition on the main page and sponsor page of OBT website (with clickable link to sponsor's website)
- Permission to include an insert in the program (select 3 performance dates)
- Recognition email to all OBT patrons
- Social Media recognition post
- Certificate of Recognition

TITLE SPONSOR

\$1,000 +

- Tea Marquee name placement on program cover
- Tea Marquee name placement in Nutcracker email marketing campaign
- Tea title sponsor's name in all press releases
- Event recognition / pre-show announcement (select 3 performance dates and at the Tea Event)
- Name/logo recognition on every table at the Tea Event
- Permission to include a sponsor poster in lobby
- 1 full-page, inside front-cover black, white, & red color program ad
- 10 opening weekend tickets (Fri. 12/13 at 7:30 p.m., Sat. 12/14 at 1:30 p.m. or Sat. 12/14 at 7:30 p.m.)
- 1 Ad space on every ticket for sponsor (over 4,000 tickets sold)
- Name/ logo recognition on the main page and sponsor page of OBT website (with clickable link to sponsor's website)
- Permission to include an insert in the program (select 3 performance dates)
- Recognition email to all OBT patrons
- Social Media recognition post
- Certificate of Recognition

TEA TITLE SPONSOR

\$1,000 +

- Presenting Sponsor name/logo placement on program cover
- Presenting Sponsor name placement in Nutcracker email marketing campaign
- Presenting sponsor's name in all press releases
- Event recognition / pre-show announcement select 2 performance dates and at the Tea Event)
- 1 full-page, inside back-cover, black, white, red color program ad
- 8 opening weekend tickets (Fri. 12/13 at 7:30 p.m., Sat. 12/14 at 1:30 p.m. or Sat. 12/14 at 7:30 p.m.)
- ½ Ticket Ad space for sponsor on each ticket (over 4,000 tickets sold)
- Name/ logo recognition on the main and sponsor page of OBT website (with clickable link to sponsor's website)
- Permission to include an insert in the program (select 2 performance dates)
- Recognition email to all OBT patrons
- Social Media recognition post
- Certificate of Recognition

PRESENTING SPONSOR

\$750 +

- Full-page interior program black/white ad
- Platinum Sponsor name placement in Nutcracker email marketing campaign
- 4 tickets (Fri. 12/13 at 7:30 p.m. or Sat. 12/14 at 7:30 p.m.)
- Recognition of Name/ logo on the Sponsor page and Main page of OBT website (with clickable link to sponsor's website)
- Recognition email to all OBT patrons
- Social Media recognition post
- Certificate of Recognition

\$500 +

PLATINUM

- 1/2-page interior program black/white ad
- 2 performance tickets (Fri. 12/13 at 7:30 p.m. or Sat. 12/14 at 7:30 p.m.)
- Recognition of Name/ logo on the Sponsor page of OBT website
- Recognition email to all OBT patrons
- Social Media recognition post
- Certificate of Recognition

\$250 +

GOLD

- 1/3-page interior program black/white ad
- Recognition of Name/ logo on the Sponsor page of OBT website
- Recognition Email to all OBT patrons
- Social Media recognition post
- Certificate of Recognition

\$150 +

SILVER

SAMPLE TICKETS

FOR TITLE, TEA TITLE & PRESENTING SPONSORS

Every performance and tea ticket will have the ticket at the top followed by three Ad Spaces.



1 FULL TICKET AD SPACE
Title Sponsor

1 FULL TICKET AD SPACE
Tea Title Sponsor

1/2 TICKET AD SPACE
Presenting Sponsor

1/2 TICKET AD SPACE
Presenting Sponsor