



Company Cast Handbook 2011

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Contact Information

Artistic Directors

Ken and Josie Johnson directors@balletnorthwest.org

Ballet Northwest Staff

Craig Ottavelli, Business Manager: info@balletnorthwest.org
Alyssa Bleckwehl, Production Coordinator:
communications@balletnorthwest.org

***The Barre* Volunteer Corps Principals**

Connie Campbell, Miriam Campbell, and Lisa Thornton
Volunteer Coordinators: volunteers@balletnorthwest.org or
(360) 789-6745

Costumes

Deb Muller: mledelle@comcast.net

Ballet Northwest 2011-12 Board of Directors

Michael Sanders (*President*), Jerry Furey (Vice President),
Stacia Hollar (Secretary), Michelle Tobin (Treasurer), Kellie
Purce Braseth, Jim Eychaner, Bernard Johansen, Thea Mounts,
Carl Myers, Linda Robb, Kent Stottlemyre

General Information

Website: www.balletnorthwest.org
Facebook: www.facebook.com/balletnorthwest
Mailing Address: PO Box 2888, Olympia, WA 98507
Voicemail: 360-867-8824

EMERGENCY Absences -If a dancer has an emergency, they or a parent must call **360-943-8011** BEFORE REHEARSAL CALL TIME to be excused. Starting December 4, call **360-402-8586**. Non-Emergency absences must be approved using a Rehearsal Excuse Form, see page 8.

About Ballet Northwest.

Ballet Northwest is a non-profit, community organization dedicated to the performing art of dance. Ballet Northwest is committed to:

- Producing high-quality performances featuring a large number of local dancers
- Providing opportunities for local dancers to meet and learn from teachers of diverse professional backgrounds
- Offering educational arts experiences for performers and patrons, and
- Promoting the art of dance in southwest Washington.

Welcome to the Company Cast!

Being in the Company of Ballet Northwest requires a considerable amount of time and energy during the school year—not only for the dancers but for their families, as well. We sincerely thank all of you for being a part of Ballet Northwest's 2011-2012 Company Cast.

What is the Company Cast?

The Company Cast is a committed group of dancers, aged twelve (by August 31, 2011) and older, who have successfully auditioned to perform in Ballet Northwest's Dance Company.

Company Cast roles include, but are not limited to: Clara, Mechanical Dolls, Nutcracker, Snow Queen, Snow Attendants, Snow, Sugar Plum Fairy, Angels, Sugar Plum Attendants, Spanish, Arabian, Marzipan, Chinese, Dew Drop, Flowers, and other soloists. Available roles may vary from year to year due to a wide variety of factors.

The time, energy and financial commitments required for Company Cast are thoroughly detailed in this Handbook. Please thoroughly read all of the materials and seriously consider these commitments. If you have auditioned for a role in the Company Cast but wish to withdraw from the casting process, please call 360-943-8011 before noon on Tuesday,

October 4, 2011, to inform the Artistic Directors of this change.

All Company Cast parents and/or dancers of all ages are required to read this entire Handbook and acknowledge on the Dancer Contract that you agree to the terms and commitment herein.

Fall Performance Requirements.

All Company Cast members must be able to dance in all performances of *The Nutcracker* on December 9, 10, 11, 16, 17, and 18 in both matinee and evening shows. Attendance is required at all rehearsals, including the Sunday after Thanksgiving, November 27, 2011.

Spring Performance Requirements.

All Company Cast members are required to perform in *Carnival of the Animals* on May 11, 12 and 13, 2012 in both evening shows and matinees. Attendance is required at all rehearsals. However, if your plans include a spring vacation, you may be excused from rehearsals between April 1-6, 2012. All dancers must be available for rehearsal Saturday and Sunday, April 7-8, 2012. Rehearsals will be held for those who are available on Saturday, March 31.

Required Company Class.

Company Cast members are required to attend weekly Company classes every Saturday at 2:30 pm taught by BNW Artistic Directors Ken and Josie Johnson in the Johansen Olympia Dance Center. Dancers are required to give Ken or Josie Johnson a Rehearsal Excuse Form IN PERSON at least two weeks prior to an absence. Ken or Josie's signature is required for your absence to be excused. Do NOT put Excuse Forms in the BNW Drop Box. See page 8 for more information.

Required Master Classes

Ballet Northwest provides Master Classes designed to give our dancers the opportunity to learn from other instructors and expand their dance experience. Attendance and 100% participation at Master classes is required unless excused.

Casting

Casting is determined by the BNW Artistic Directors based on each dancer's ability, as well as the types of roles and costumes available. BNW is committed to matching as many Company Cast Members as possible with appropriate roles.

The Nutcracker Cast List will be posted by 5:00 pm on Friday, October 7 outside the entrance of Johansen Olympia Dance Center and electronically at www.balletnorthwest.org. *Do NOT call to find out your role!* On the hard copy posted at the studio, all dancers must initial their name each time it appears to confirm their roles.

Once the Cast List for *The Nutcracker* is posted, it is final. Any dancer who drops out of the Company Cast after the Cast List is posted may be excluded from future participation in Ballet Northwest. Exceptions may be made for medical reasons or for exceptional circumstances, but must be approved by the BNW Artistic Directors.

Mandatory Parent Orientation Meeting

Parents of Company Cast Members are REQUIRED to attend an Orientation Meeting on **Sunday, October 2, at 2:00 pm** in the front studio of Johansen Olympia Dance Center.

Participation Fee

Every Company Cast Member will pay an annual participation fee of \$250, due with a signed Cast Contract by Sunday, October 9. Payment may be made by cash, check, VISA or MasterCard. Checks made by made payable to: Ballet Northwest.

This fee may be paid in installments. If a payment plan is negotiated, final payment must be made no later than December 1.

Partial Fee Waivers

In case of financial hardship, a limited number of fee waivers are available. Apply by filling out the last portion on the Dancer Contract. Fee waiver requests are reviewed by the BNW Board of Directors and are awarded based on demonstrated need. All requests are kept confidential. Applicants will be notified of award upon approval.

Rehearsals

Company Cast Members are required to attend all rehearsals. Rehearsal schedules will be posted once per week electronically at www.balletnorthwest.org and in hard copy at Johansen Olympia Dance Center. Dancers are expected to arrive at least 20 minutes early to warm up. Students must not be late to rehearsal without a pre-approved Rehearsal Excuse Form.

Company Cast Members will rehearse one or two times each week from October 9 through December 3. All rehearsals during this time period will be held at Johansen Olympia Dance Center. **There will be no rehearsals Wednesday through Saturday, November 23-26.** However, all dancers are required to attend rehearsal on Sunday, November 27--just two weeks from opening night!

Full evening rehearsals will be held December 4, 5, 6, 7 and 8 AND Thursday, December 15 in the Washington Center for the Performing Arts. Prior to the final dress rehearsal on Thursday, Dec 8, parents may expect rehearsals to run late. For this reason, the artistic directors may not be able to offer parents an exact pick-up time.

Absences

While we are concerned for every dancer's health, please understand that a dancer must be VERY SICK to be excused from rehearsal or performance. With a production of this size, every dancer is essential to the rehearsal process. Unexcused absences will result in dismissal from the cast.

Rehearsal Excuse Forms

If a dancer must be absent from rehearsal, a Rehearsal Excuse Form must be completed and handed directly to Ken or Josie Johnson for their approval at least two weeks prior to an absence. Ken or Josie's signature is required for your absence to be excused. Rehearsal Excuse Forms may NOT be mailed, may NOT be placed in the BNW Drop Box, or may NOT be delivered in any other mode than IN PERSON to Ken and Josie Johnson.

Rehearsal excuses will not be granted after Friday, November 18.

Prior to December 4: If a dancer is sick or has an emergency, the parent or adult cast member MUST CALL **360-943-8011** BEFORE REHEARSAL CALL TIME to be excused.

December 4 and after: If a dancer is sick or has an emergency, the parent or adult cast member MUST CALL **360-402-8586** BEFORE REHEARSAL OR PERFORMANCE CALL TIME to be excused.

Theater Load-In Day

Starting Sunday, December 4, all rehearsals will take place in the Washington Center for the Performing Arts. This is the day that BNW Volunteers will move all of the sets into the theater. There will be evening dress rehearsals every night that week. Company Cast will rehearse on Tech Night December 6 for additional work on the theater lighting and sound.

Theater Dressing Rooms

Company Cast Members are assigned to dressing rooms off of the Green Room in the bottom floor of the Washington Center. Dancers are expected to follow all rules and respect BNW leadership and volunteer staff. Dancers must cooperate in keeping their dressing room space tidy and safe.

Final Two Dress Rehearsals

Our Final Dress Rehearsals are Wednesday, December 7 and Thursday, December 8. Company Cast call time is 5:45 p.m. Full make-up and costumes are required during BOTH of these rehearsals.

Final Dress Rehearsals are NOT free performances for your family and friends to attend instead of purchasing a ticket to the show. Dress Rehearsals are perhaps the most important rehearsals we do. To maintain this perspective, everyone attending Final Dress Rehearsals will be required to show proof of a purchased ticket.

Performances

Dancers are expected to be ON TIME to all performances. Company Cast members are considered to be “on time” when they sign in at the theater by the required Call Time of either 12:15 pm for matinee performances or 5:45 pm for evening performances. Late arrivals will be addressed by the BNW Artistic Directors, and chronic tardiness may result in dismissal.

There are a total of eight *Nutcracker* performances over two weekends. Performance weekends include one Friday (evening), two Saturday performances (matinee and evening), and one Sunday (matinee) performance. Performance dates are: December 9, 10, 11 and December 16, 17, 18.

Company Cast *Nutcracker* Theater Schedule.

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
December 4 REHEARSAL Company Cast Call Time: 6 p.m. at Washington Center	December 5 REHEARSAL Company Cast Call Time: 6 p.m. at Washington Center	December 6 Tech Night Company Cast Call Time: 6 p.m. at Washington Center	December 7 DRESS REHEARSAL Company Cast Call Time: 5:45 p.m.	December 8 FINAL DRESS REHEARSAL Company Cast Call Time: 5:45 p.m.	December 9 OPENING NIGHT SHOW 1 Company Cast Call Time: 5:45 p.m.	December 10 SHOW 2 Call Time 12:15 p.m. SHOW 3 Call Time 5:45 p.m.
December 11 SHOW 4 Call Time 12:15 p.m.	December 12	December 13	December 14	December 15 PICK-UP REHEARSAL Company Cast Call Time: TBA	December 16 SHOW 5 Call Time 5:45 p.m.	December 17 SHOW 6 Call Time 12:15 p.m. SHOW 7 Call Time 5:45 p.m.
December 18 SHOW 8 Call Time 12:15 p.m.						

Company Cast *Carnival of the Animals* Theater Schedule.

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
May 6 REHEARSAL Company Cast Call Time: 5:45 p.m. at Washington Center	May 7 REHEARSAL Company Cast Call Time: 5:45 p.m. at Washington Center	May 8 Tech Night Company Cast Call Time: 5:45 p.m. at Washington Center	May 9 REHEARSAL Company Cast Call Time: 5:45 p.m. at Washington Center	May 10 FINAL DRESS REHEARSAL Company Cast Call Time: 5:45 p.m.	May 11 OPENING NIGHT SHOW 1 Company Cast Call Time: 5:45 p.m.	May 12 SHOW 2 Call Time 12:15 p.m. SHOW 3 Call Time 5:45 p.m.
May 13 SHOW 4 Call Time 12:15 p.m.						

Required Performance Sign-In and Sign-Out

We are committed to ensuring the safety of all of our dancers, no matter their age. For this reason, we require all Company Cast dancers to initial the Sign-in sheets upon arrival at the theater and initial the Sign-out sheets **after every performance**. Parents are encouraged to clearly communicate with their children about who will be picking them up after every performance to help ensure their safety and well-being. Please be on time for pick-up after all performances.

After each performance, all dancers may be excused when:

- They have carefully removed all costumes and accessories
- They or a BNW Volunteer have properly stored the complete costume (including personal property such as shoes and leotards that are considered part of their costume, if applicable)
- They have neatly gathered and stowed their personal belongings for use during the next performance
- They have collected their coats, hats, scarves, bags, cosmetic kits, cell phones and electronics, etc.

Please carefully consider the personal items your dancer brings to and/or leaves at the Washington Center. Neither the theater nor BNW are responsible for the loss or theft of valuables.

Performers as Audience Members

If a dancer is checked out after the Act I curtain call and plans to attend Act II as an audience member, ALL TRACES of stage make-up must be removed before entering the theater lobby. Parents checking out dancers after the curtain call to attend Act II must enter and exit through the alley doors, walk around to the front of the theater, and enter through the lobby doors. Absolutely NO shortcuts through the Black Box or Green Room will be allowed. A valid ticket for your dancer is required for entry to the theater--even when entering at Intermission.

Costumes and Accessories

Each dancer must provide their own ballet shoes, leotards and tights in colors and styles as needed for the show. All costumes and costume accessories not provided by the dancer are the property of Ballet Northwest and must be returned in good condition at the end of the production. Any items you purchase for performances will, of course, remain your property.

Depending on the dancer's role, they will change into their costume at the designated time. Once the dancer is in their costume, the following rules apply:

- No food or drink may be consumed in costume
- Extreme caution must be used in applying or touching make-up. (Dancers may bring a loose-fitting button-up shirt to protect their clothing during make-up application)
- A skin-tone leotard may be worn under the costume **ONLY** if the leotard does not distract from or interfere with the costume look and/or fit
- Absolutely no sitting down in costume
- Dancers must wait calmly and quietly to enter wings
- Dancers must be respectful of their costume until it is removed and safely stored.

The Barre Volunteer Corps

As a small non-profit community organization, BNW doesn't have a massive staff paid to make a major production "magically" happen. It requires lots and lots of hard-working volunteers like you. Having a well-organized volunteer program is the secret to success for BNW...and that's where *The Barre* lends extra support!

The Barre Parent Volunteer Corps provides support for Ballet Northwest dancers through exceptional adult volunteers. If you are an adult family member of a Ballet Northwest dancer, you are automatically a member of *The Barre*.

The following volunteer opportunities describe all of the ways you can help create the highest quality performance experiences for your dancers. *The Barre* also serves to help volunteers feel more supported, trained, educated, and empowered which, in turn, helps everyone more fully enjoy the volunteer process--beginning to end.

Family Volunteer Service.

A production of this magnitude and quality requires the countless gifts and talents of many individuals. As an adult family member of a Company Cast Member, you are required to complete a minimum of four (4) volunteer activities per family during *The Nutcracker* and four (4) volunteer activities per family during *Carnival of the Animals*. It is our ultimate goal to match your skills, talents, and personality with a job that you'll be able to successfully carry out. There are many ways for you to fulfill your commitment while supporting the work of Ballet Northwest.

And remember, Family Service Hours can be shared among all adults in your family; fathers and mothers, grandfathers and grandmothers, uncles and aunts, and siblings **ages 18 and older** can help fulfill your volunteer commitment of four activities. We simply ask that you help us determine whether

they are a “good fit” for a specific role and that they are able to successfully carry out their duties on your behalf.

The Barre Leadership.

Connie Campbell, Miriam Campbell and Lisa Thornton are the Principal volunteers, coordinating the work of *The Barre* Volunteer Corps. Please feel free to contact them at volunteers@balletnorthwest.org. They will be happy to assist you and look forward to working with you this season. Miriam can be reached directly at (360) 789-6745.

Pre-Production Volunteer Opportunities:

Advertising. Securing corporate sponsors and business advertisements for *The Nutcracker* and *Carnival* playbills. Contact Alyssa at Communications@balletnorthwest.org for more information. Deadline for ad art is November 1. **Securing one sponsor or two paid ads counts as one volunteer shift.

Procurement and Promotions: Procuring raffle items for *Romeo and Juliet* and *Nutcracker* Raffles and distributing posters to area school district offices and other assigned locations. Contact Miriam Campbell at volunteers@balletnorthwest.org for more information. **Counts as one or more volunteer shifts depending on volume of work performed.

Friend-Raising: Expanding BNW Membership by securing five new BNW donors. Contact Craig at info@balletnorthwest.org for more information. **Counts as one volunteer shift.

Costume Preparation: Assisting with costume repair, alterations and fittings, as needed. Involves simple sewing, some advanced sewing (according to ability), possible spot cleaning, assisting dancers with fittings. **Counts as one or more volunteer shifts depending on volume of work performed.

Load-In Crew: Helping to load sets from Scene Storage in East Olympia into trucks for delivery to Washington Center. Unload sets at theater. Crew Lead: Joel Finch. **Counts as two volunteer shifts.

Dressing Room Crew: Preparing Dressing Rooms. Crew Leads: Kellie Braseth and Stacia Hollar. **Counts as one volunteer shift.

Flowers Set-Up: Helping load in flowers, organizing sales tables. Crew Lead: Lisa Emeott. **Counts as one volunteer shift.

Merchandise Sales: Organizing, coordinating and promoting BNW clothing sales, as well as organizing DVD sales. One person is needed to be “in-training” to lead these sales next year. Lead: Lisa Thornton. **Counts as one volunteer shift.

In-Production Volunteer Opportunities:

Black Box Chaperones: Providing support, supervision, and guidance for dancers in the Black Box. Keeping Black Box safe and orderly. Overseeing dancer check-out. Volunteers with dancers in Act I may be relieved from service *after* all Act I costumes are sorted out and provided there are sufficient volunteers to supervise all remaining dancers. Crew Leads: Kellie Braseth and Stacia Hollar. **One performance counts as one volunteer shift.

Black Box Make-Up Helpers: Black Box Make-Up Helpers will be clearly instructed as to how to apply make-up for each role. Make-up helpers must stay in the Black Box until all dancers for both Act I and II have complete stage make-up. Crew Lead: Sherri Evans. **One performance counts as one volunteer shift.

Party Boys' Downstairs Supervisor: Providing support, supervision, and guidance for young, male dancers in their downstairs dressing room. Help keep the boys safe and orderly. Overseeing make-up removal, costume return, and dancer check-out. Volunteers may be relieved from service *after* all dancers have been checked-out. Crew Lead needed. ****One performance counts as one volunteer shift.**

Company Cast Downstairs Supervisors: Providing support, supervision, and guidance for Company dancers downstairs. Keeping Green Room safe and orderly. Volunteers will be relieved from service *after* all Act II costumes are organized, food room is cleaned and sanitized, and provided all dancers are accounted for. Crew Lead: Deb Muller ****One performance counts as one volunteer shift.**

Company Costume Services: Assisting with costume repair and general costume organization for Company dancers downstairs. Involves simple sewing, possible spot cleaning, assisting dancers with costumes in downstairs dressing rooms and Green Room. Contact: Deb Muller ****One performance counts as one volunteer shift.**

Ushering: Every two years, ushers are required to attend a pre-requisite usher training session before they can serve as ushers. This season, **training dates are October 19th, 6:30pm, and November 16th, 6:30pm.** All trainings occur at the Washington Center, doors open at 6:15pm. No registration necessary. For more information, contact: Judith Turner, Audience Services Manager, Washington Center for the Performing Arts, jturner@washingtoncenter.org or 360-753-8585.

Ushers must report to the lobby at 12:30 p.m. for matinees and 6:00 p.m. for evening performances to check-in with the BNW supervisor and Washington Center staff. Ushers are dis-

missed after patrons leave and all programs are gathered up and lost items have been retrieved. **One performance counts as one volunteer shift.

Concessions: Report to the Concessions Counter at 12:30 p.m. for matinees and 6:00 p.m. for evening performances to set up and sell refreshments and beverages prior to shows and at Intermission. Volunteers may be dismissed after Intermission clean-up is complete. Concessions volunteers must check in with Connie Campbell or Miriam Campbell in the lobby at the beginning of their shift. ☑**One performance counts as one volunteer shift.

Raffle Tickets: One volunteer per show is needed to sell tickets in the lobby before, during, and after performances. Volunteer reports to the lobby at 12:30 p.m. for matinees and 6:00 p.m. for evening performances. Volunteer is dismissed after patrons leave and tickets/money are secured. Crew Lead Needed. **One performance counts as one volunteer shift.

Boutique Sales: Nutcracker merchandise sales and customer service. Volunteers are dismissed after patrons leave or when dismissed by Boutique Supervisor. Crew Lead: Jennifer Gerhke. **One performance counts as one volunteer shift.

Flower Sales & Delivery: Selling and packaging bouquets and gifts for dancers, customer service, deliveries. Volunteers with dancers in Act I may be relieved from service *after* all Act I flowers are delivered and provided there are sufficient volunteers to cover the tasks. Volunteers are dismissed after patrons leave or when dismissed by supervisor. Crew Lead: Lisa Emeott. **One performance counts as one volunteer shift.

Backstage Hospitality: Purchase and arrange snacks for casts of *Romeo and Juliet* or Olympia Dance Festival, *The Nutcracker* Company Cast party or *Carnival* Company Cast party

using a limited budget. **One performance counts as one volunteer shift.

Post-Production Volunteer Opportunities:

Company Cast Party Organizers: Planning, coordinating and carrying out a potluck Community Cast Party in the theater lobby on a later date arranged by the Artistic Directors. Volunteers will set up tables and chairs, help organize the food and beverages, and coordinate clean-up of the space. Crew Lead Needed **Counts as one volunteer shift.

Costume Clean-Up: This is a much-needed service involving simple sewing, washing, delivery to dry cleaners, and/or coordinating delivery to storage. The goal is to complete any necessary tasks to prepare the costumes for their year-long storage. We really need help with this. The tasks are not difficult, however the costumes must be returned in a timely manner. Contact: Deb Muller **Counts as one or more volunteer shifts depending on volume of work performed.

Load Out Crew: Helping load sets from Washington Center into trucks for delivery to Scene Storage in East Olympia. Unloading sets at storage unit. Crew Lead: Joel Finch
**Counts as two volunteer shifts.

Final Theater Clean-Up: Final check of dressing rooms and public spaces for lost-and-found items, disposing of trash, sweeping, vacuuming Green Room, cleaning kitchen area, carrying *barres* and other studio gear back to Johansen Olympia Dance Center, all other general clean-up. Report for duty as soon as final performance ends. You must personally check-in with a Barre Principal to get credit for this shift. **Counts as one volunteer shift.

Volunteer Sign-Up Sheets

Sign-up sheets for all available volunteer positions will be posted in the hallway of Johansen Olympia Dance Center. Please sign up as soon as you see the forms. We will be sending you an email reminder as soon as they are posted! If you forget what you've agreed to, we'll post a reminder on the website as fast as we can process them. Regularly check in at www.balletnorthwest.org to see how we're doing with volunteerism!

Other Ways to Support BNW...

Ballet Northwest Merchandise.

We are proud to offer quality Ballet Northwest merchandise for sale, including: BNW shirts, Nutcracker shirts, sweatshirts and DVD recordings (your choice of two casts). Nutcracker clothing orders and payment are due by Saturday, October 29. You may also pre-order and pay for a DVD at this time, although DVD sales will continue through the final performance. Order forms are available on the BNW website at www.balletnorthwest.org or in hard copy on the BNW bulletin board.

Ballet Northwest Membership

Ballet Northwest is a 501(c)3 non-profit organization funded by ticket sales, grants, corporate sponsorships, and donations from groups and individuals.

Every year, we have the important task of asking families and supporters of Ballet Northwest to become a Member of BNW by making a tax-deductible financial gift to the organization. Every donor determines the amount they can give. No gift is too small, although some gifting levels do come with benefits such as tickets to performances.

Please complete a Membership form today, available on our website at www.balletnorthwest.org or located on the BNW Bulletin Board. Gifts may be made in monthly or quarterly payments, if needed. We are grateful for your support of dance in our community.

Additionally, we ask that BNW families share the attractive Membership Brochure with grandparents, friends, and business associates, in an effort to create a broader range of gifts from the greater community. Thank you for your efforts in strengthening our community arts organization.

Wishing you a wonderful Nutcracker season!

With gratitude from the Board, Artistic Directors and Leadership of Ballet Northwest

