

The Loudoun Ballet Company
Post Office Box 916
Leesburg, Virginia 20178
(703) 771-1522

Nutcracker Rehearsal - Request for Absence

Absences from rehearsals are only excusable under special circumstances. Excuses are only permitted by advance written request. Illnesses should be reported promptly. Unexcused absences can affect your ability to participate in the production.

To request an absence from a rehearsal or performance, please submit the following information, in writing (**not email!**) to the Producer or Cast Manager at least *two weeks* prior to the date in question:

Name: _____

Phone: _____

About the rehearsal you will miss

Date: ___/___/___ Time: _____ Location: _____

Description of the rehearsal (from the schedule): _____

Your role to be performed at that rehearsal: _____

Your cast for that role: All shows A B

Reason for absence: _____

Please note that attendance at the **first** rehearsal for your group is *very important*. Positioning of dancers amongst the group is determined right away and if you are absent without prior approval it is possible that an understudy will take your place.

The Loudoun Ballet Company is a 501(c)3 non-profit corporation.