

WFSC SHOW DETAILS AND EXPECTATIONS

2018 Holiday Ice Show

*Saturday December 8, 2018 at 4:30 pm
Sunday December 9, 2018 at 2 pm and 4:30 pm*

The WFSC Holiday Ice Show will be held at the Town Toyota Center's iFiber Rink. There will be 3 shows this year.

ALL SKATERS MUST PARTICIPATE IN ALL 3 SHOWS, THE DRESS REHEARSAL, AND THE FULL RUN THROUGH.

The shows will last about an hour and half, including a brief intermission. Suggested donations for tickets will be \$10.00 for adults, \$5.00 for 4 to 12 yr. olds, and FREE for 3 yrs. and under. The date of the full run-through is Sunday November 25 (Thanksgiving weekend). The dress rehearsal is on Friday December 7, from 3:15 to 6:45 pm.

The Club Board has decided that participating in the Christmas Show is a benefit of being a Club member. This participation includes the Opening, Finale and one more group number. Thank you to the Club Board for covering all costs!

EXPECTATIONS

Group Numbers: Group numbers – Opening, Finale, and one more Group number for each skater – will be choreographed by the coaches. Ice time and coaching fees are paid by the Club.

Rehearsals will start on Sunday, October 14, 2018 and run every Sunday until the show. Please expect more rehearsal time than in previous years, as group numbers will have off-ice rehearsals as well.

Most Sunday rehearsals will be from 3:15 until 5:45 pm, with a few exceptions.

There will be off-ice rehearsals on Sundays, and also on one day during the week. The rehearsal schedule (including off-ice rehearsals) will be emailed out by October 7, 2018.

When a skater misses a rehearsal, it makes it very difficult to effectively practice that show number. This includes off-ice rehearsals. This can sometimes mean rehearsals need to be added, for EVERYONE. If you are going to miss a rehearsal PLEASE let your coach know as soon as possible. RUN THROUGH AND DRESS REHEARSAL are a must, and should not be missed.

SKATERS CAN MISS NO MORE THAN 2 OF THE REGULAR REHEARSALS. IF YOU MISS MORE THAN 2 REHEARSALS FOR A NUMBER, EXCUSED OR NOT, YOU WILL NOT BE ABLE TO PARTICIPATE IN THAT NUMBER. TALK TO LOUISE OR FRANCE IF YOU THINK THIS MIGHT APPLY TO YOU.

And remember, **you are committing to be part of the Show, and this may require more days and rehearsals than we estimate are necessary.** So please be prepared for additional rehearsals as showtime nears, and know we will only add them if we judge they are necessary for achieving a show we can all be proud to be a part of.

NEW! Parents must communicate and work with the Group Coordinator (see below for description) to help ensure their skater's group number has everything it needs (costumes, props, volunteers, ticket sales, etc).

Duets, trios, solos: Solos, duets and trio numbers will be choreographed in private lessons with coaches. Skaters are responsible for coaching fees and ice time to practice. If you are offered and agree to do a solo, duet or trio, you:

- must arrange for private lessons at your own expense,
- must commit to coordinating lessons and practices with other participants (duets and trios only), and
- must commit to practicing your number with all participants (duets and trios) **3 times a week from October 14 through December 7.**

Dance number: We may have a dance number again this year. If we do so, skaters invited to participate in the dance number must know the dance steps. If you are interested in being part of the dance number you must EITHER:

- have passed your Pre-Bronze Dance Test,
- take the dance classes being scheduled for September-October 2018 (6 week session), OR
- get private coaching to refresh the dance steps IF YOU HAVE TAKEN DANCE CLASSES IN THE PAST ONLY.

The dance number would also be considered a group number, so ice time and coaching fees would be paid for by the Club. The same rehearsal requirements apply as with other group numbers.

THIS YEAR ONLY! **Showcase Production number:** We may have a Showcase Production number this year, for committed Pre-Pre or above level skaters (Moves test completed by October 14, 2018). The idea would be to have a number that would be part of the Christmas Show, part of the Gala, and then polished for competition during the 2019 National Showcase that our Club is hosting in Wenatchee in August 2019. **This is a much more substantial commitment than the Christmas Show alone, both for skaters and for parent volunteers.** You will receive more details from the Club Board very soon.

Communications:

E-mail is the primary communication method. We will e-mail you every week, with any updates, including changes in rehearsal schedules, costume information, pictures, show information, volunteer needs, etc. We will post the updates on the Club's website as well. You are responsible for checking these updates and making sure we have your current e-mail address. **If you don't receive these e-mail updates please confirm with the producers we have the correct e-mail address.**

Costumes:

The Show Committee selects costumes to fit the needs of the show overall. We understand that this may mean the skater must use a costume they would not necessarily choose for themselves. The Committee is open to suggestions for improvements. However, please be aware that these suggestions must be given early in the process (by October 14). The Show Committee will consider these suggestions, and will make the final decision, which will then be communicated to the skater.

For some numbers, skaters will be asked to contribute those parts of the costume that are regular clothing items (T-shirts, sweaters, tights, pants, etc).

NEW! Skaters in solos, duets and trios will have more ownership and responsibility for their costumes. The Show Committee will meet with each soloist, duet or trio before rehearsals start to discuss the necessary costume, and what the Club has available. Skaters will have the opportunity of selecting from what is available, or proposing an alternative. Should the alternative be selected, the skaters will be responsible for purchasing or otherwise providing those costumes.

Each skater is responsible for their costumes. Costumes need to be turned in right after the last show on Sunday December 9. A tote will be in the dressing room for turn-in. If the costumes are lost or damaged, the skater will pay a fee to replace or repair the costume.

NEW! Props:

We will be asking for more help with props from the parent of skaters in each number (Group numbers, solos, duets and trios).

Expectations of parents:

We can only offer this Show with the help of all families. Parents are expected to:

- Provide items for the bake sale.
- Ensure sufficient supervision is provided in their skater's locker room (see newly stringent SafeSport requirements, below).
- Help with set-up and tear-down for the dress rehearsal and shows.
- Contribute to props for their skater's numbers, guided by the Props Chairperson.
- Sign up for at least one show committee. Please check the committee/s you would be interested in helping with on the Christmas Show contract. Final assignments will be made by the Production Committee.

Committees:

Each committee needs a committee chair, who coordinates the committee and reports to the producers on progress or obstacles. Based on the number of volunteers who sign up for each committee, the Show Committee will make the final assignments.

Committee Descriptions:

NEW! Sales: We are targeting full houses all three shows! We need a volunteer to lead efforts to increase promotion and ticket sales. This chairperson will work with the Show Committee to identify ways to increase promotion and sales, and coordinate other volunteers to implement those efforts.

NEW! Group Coordinators: We need a coordinator for each group number. This person will help the Show Committee and other Committee chairs with coordination, to ensure their group has fulfilled the parent expectations described above.

Advertising/Promotion: Work with the Pre-Sales chairperson to get word out about the show – TV, paper (November special Go! with Christmas events), radio, coordinate flyers given to parents to post.

Show Program & Tickets - Design: Design program for the show, with previous years' efforts as examples. Select a printer, and coordinate with printer to get programs printed and delivered. Same thing with tickets.

Ticket Pre-Sales: Organize the printed tickets and distribute among skaters for advanced sale. Coordinate skaters' selling of tickets, and collect money from advanced ticket sales.

Costumes: Know how to sew? Or are just willing to help organize and clean costumes? Julie Mickey, who heads up the costumes, needs your help. Sewing projects include assisting with sewing, alterations, and decorating costumes. Organizing tasks include try-ons, getting accessories together, organizing costumes for each skater for the show, and cleaning costumes before and after this year's shows.

Props: Guide Group Coordinators so their group borrows, makes, or buys the necessary props. Keeps props, and organizes how to have props on the ice at the appropriate times, and where to store in between. Works in close coordination with the Show Committee, who has the final approval for all props.

Set Construction: Works with the Show Committee to determine and design set up, and constructs sets as needed. Guides parents in set up before dress rehearsal and shows, and take down after shows.

Lights: Chairperson coordinates renting spotlights, including pickup and return to the high school. Coordinates pickup and return of Club lights to and from storage. Sets up lights for dress rehearsal and shows. Coordinates person to run ground lights and three spotlights during dress rehearsal and shows. At least four people needed to run lights. Requires attendance at a pre-show tech crew meeting, the full run-through, dress rehearsal, and shows.

Sound: Work with Directors early to cut and copy music. Manage music, microphones, and sound system during dress rehearsal and shows. Requires attendance at a pre-show tech crew meeting, the full run-through, dress rehearsal, and shows.

Concessions: The Chairperson works with Group coordinators to organize baked goodies for each show, identify volunteers to sell (by donation) goodies at each show, count revenue and report to producers, and ensure every baker gets their plates back after the show. Again, the more bakers and volunteers during the show the merrier!

Locker Room Monitors: Supervise, help with costume changes, and help keep skaters busy and out of trouble in the locker rooms. One monitor in each of 3-4 locker rooms each show are needed. **U.S. Figure Skating has imposed explicit requirements for anyone in locker rooms with skaters. Please read the SafeSport requirements carefully.**

Ice Monitors: Keep track of where we are in the show, give calls to skaters when their number approaches, and help make sure skaters are on the ice when they need to be, and not otherwise.

Front of House: Collect tickets and direct people to seating. Sell at-the-door tickets. Hand out programs. Two people before each show, who can usually move to another volunteer duty 10-15' into the show. Chairperson coordinates volunteers for each show, gives volunteers instructions, ensures they have what they need (programs, cash box, change), and counts revenue and report to producers.

Cast Party: Help organize an awesome cast party for the skaters on Sunday night, after the last show. In previous years we have done dinner at Abby's pizza, with a cake, and a white elephant gift game. We've put together goodie bags for the skaters too.

Club Website Updates: Coordinate with the Show Committee to upload updated communications on our Club website.

SafeSport:

Last year we asked everyone who would be in the locker rooms to take a parent SafeSport training. In the interest of protecting all skaters, U.S. Figure Skating has implemented more stringent requirements this year, that our Club MUST comply with. Everyone who will be in the locker rooms will need to:

- ❑ Check on the SafeSport website if you are already in compliance. Instructions are available for those WITH and WITHOUT a USFSA membership:
http://www.usfigureskating.org/content/Safesport%20how%20to.pdf?utm_campaign=070318-%20USFS%20SS%20Test%20Chairs&utm_medium=email&utm_source=Eloqua&elqTrackId=4d95c42bfede4a63a9d99e0204865f55&elq=f86d1bb3617348769a7ebbe8754e2a4e&elqaid=994&elqat=1&elqCampaignId=647
- ❑ If you are not in compliance, please follow the instructions to complete the SafeSport training. Note that there are separate instructions for members and non-members.
- ❑ If you have any questions, please contact the Show Committee as soon as possible. We are all learning how to navigate these requirements, so your question can help us all.
- ❑ We need all locker room monitors to have completed their SafeSport training by the full run-through (scheduled for **November 25**).

Video:

We are working to have a video of the show made. We need to estimate how many copies are needed. If you are interested in purchasing the video, identify how many copies you will purchase on the contract.

SHOW COMMITTEE: France Bedard, Louise Kapeikis, Julie Mickey, Maureen Stivers, Sonia Hall

**Please sign the Contract and turn it in to
France Bedard, Louise Kapeikis, Julie Mickey, Maureen
Stivers, or Sonia Hall by
August 27, 2018.**

**Or mail to:
WFSC
PO Box 2772
Wenatchee, WA 98807.**