

**“Beauty and the Beast”**  
**CVFSC Ice Show Contract – Learn to Skate**

All show participants are required to be Members of the CVFSC or participants in the Cedar Valley Learn to Skate program. This year’s show is of more theatrical nature again and each skater will have one role to play and one costume. However, skaters may be on the ice for multiple numbers as the same character.

Skaters are scheduled and expected to attend their DESIGNATED Show Rehearsals on Sunday November 13 and November 20 from 5:30-6:30 PM, as well as the show week rehearsals. **Show Week** includes:

- Sunday, November 27<sup>th</sup> (Full Rehearsal and Finale Rehearsal, 5:30-8:30 PM)
- Monday, November 28<sup>th</sup> (Full Rehearsal, 6:00-8:00 PM)
- Thursday, December 1<sup>st</sup> (Dress Rehearsal, 5:30-7:30 PM)

Skaters are allowed only two (2) absences from regular weekly rehearsals and only one absence from show week rehearsals (those listed above). Skaters with more than the allowed number of absences may be dropped from the show.

In addition, group/solo practices will be held throughout the week beginning October 1<sup>st</sup>. Learn to Skate skaters will practice for show during the “free-time” portion of their Learn to Skate session. Freestyle Group Skaters MAY need to skate on a session that is NOT their “normal” skating hour. Any practices held during a session you are not regularly skating for are not charged. This allows you to skate on the session during the time of your show group practice only. If you plan to skate the remainder of the hour, you use a paid freestyle session for the hour. Any skaters who are only skating a freestyle for the specified show practice time will be expected to leave the ice IMMEDIATELY after show practice has completed and will not be allowed on the ice until their show practice begins.

We request that all families involved with the show provide at least one responsible family member to volunteer on a committee for the ice show. Please see the listing of available committees and choose the position(s) that best suit your abilities.

All contracts, measurement forms and Show committee volunteer forms must be received no later than September 20, 2011. Cast list and Practice Schedules cannot be released until we have a list of participating skaters, so this deadline is of high importance. Skaters who have not turned these in on time WILL NOT be allowed to skate in the show.

**PLEASE READ AND SIGN THE FOLLOWING**

I will review the show rehearsal schedule at the Informational meeting and take note of each of my skater's practice times. Yes, I realize my skater (s) may or may not be requested to skate times other than his/her pre-registered hour(s) for group show rehearsals during the months prior to the show. I also realize my skater will need to attend Act Practices on Sundays, as well as be in attendance for ALL full rehearsals, finale rehearsal and dress rehearsal during Show week.

If my skater has a schedule conflict I will notify the coach or Skating director of absences PRIOR TO the rehearsal. I understand that skaters who are late or absent for practices may NOT be allowed to skate in the show if they have not made prior arrangements with their coach or the skating director, NO EXCEPTIONS. I acknowledge that it is my responsibility as the parent, as well as my skater’s responsibility to be on time for practices, and to stay informed of possible schedule changes. We will check emails regularly and read the bulletin board for updates and schedule changes each time we are at the arena. I also understand that due to any unforeseen circumstances that may arise, the schedule may change at the last minute.

Finally, I understand that the fee to participate in the Christmas show and costume charges are \$150.00 in addition to Learn to Skate Classes. I agree to pay this fee in its entirety. I understand that I will not receive my skater’s costumes until the fee is paid in full and his/her ice contract account is in good standing. I acknowledge that the Costume Committee will be choosing costumes for this year’s show, no exceptions.

\_\_\_\_\_ has my permission to participate in “Beauty and the Beast” on Sunday, December 4, 2011 at 3:00 p.m. I understand that the CVFSC is not responsible for any injuries that occur during show practices or the show itself. I/we agree to abide by all the CVFSC rules and regulations in the show informational packet, at all times.

\_\_\_\_\_  
Skater Signature (Parent/Guardian if minor)

\_\_\_\_\_  
Date

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\* Please check your email regularly as it will be the primary means of communication for show related information and announcements.

# “Beauty and the Beast”

Sunday, December 4, 2011 3:00 PM

Frequently Asked Questions

Please read the following frequently asked questions and answers and if there is anything we did not cover, please contact a show chair or the skating director. It is important that all skaters and parents stay informed on SHOW news by reading emails, newsletters and the bulletin board at the arena.

- 1. Do I have to participate in the show?** No, but everyone is encouraged to be a part of our annual show. This is a fun opportunity for our club to come together in an effort to highlight our skaters and raise money for the club.
- 2. When will practice begin?** October 1, 2011. All group practices will take place during the week on freestyle or Learn to Skate Sessions. NOTE THAT SKATERS MAY NEED TO ATTEND A DIFFERENT PRACTICE SESSION THAN THEIR NORMAL ONE FOR GROUP SHOW PRACTICES. We try to keep as many of our skaters on their normal skating hours, however this is not guaranteed for all. If you have a major conflict with a practice time, please see the director.

Attendance will be kept at all show practices. You will be allowed only two absences from regularly scheduled practices. Skaters missing more than two practices may be dropped from the show.

- 3. Will there be extra practices before the show?** YES. Skaters will be scheduled for Show Rehearsals on Sunday, November 13 and/or Sunday, November 20 from 5:30-6:30 pm. PLEASE MAKE A NOTE OF THESE dates. Not all skaters will have to practice on both dates. Reminder emails will be sent once the cast is set for the show.

Show week consists of the following:

**Sunday, November 27<sup>th</sup> (Full Rehearsal/Finale Rehearsal, 5:30-8:30 PM)**

**Monday, November 28<sup>th</sup> (Full Rehearsal, 6:00-8:00 PM)**

**Thursday, December 1<sup>st</sup> (Dress Rehearsal, 5:30-7:30 PM)**

THESE REHEARSALS ARE VERY IMPORTANT! YOU MAY ONLY MISS ONE REHEARSAL WITHOUT BEING DROPPED FROM THE SHOW. If you need to miss one of these rehearsals, it is mandatory that you inform your group coach and the Skating Director prior to the practice.

- 4. Will we be billed for the lessons during regular weekly practices?** No
- 5. How are the Sunday Practices billed?** They are not billed. They are covered with the Membership Plus option of Club Membership
- 6. What do I do if I am scheduled to skate on a different hour/day for show group practices than my normal skating lesson hour?** You may skate during your show practice time only for no additional fee. If you choose to skate the remainder of the hour before or after show practice is scheduled, you must use one of your pre-paid freestyle sessions to pay for the hour. If you do not use one of your freestyle sessions, you will be allowed on the ice for your show practice only. If you remain on the ice without using a prepaid hour, you will be billed the walk-on fee for the hour (\$20.00).
- 7. Where should I make my show payments?** All show related payments should be made by CHECK to CVFSC. Orders for Flowers, T-shirts, and DVDs must be forwarded to the address provided on the order form.

### Other information:

- 1. Volunteers:** As you can imagine, a show of this magnitude takes dedication from many volunteers. The show Chairpersons have been designated and need your help! As a part of the agreement to participate in the show, each family is required to provide a volunteer for one of the show committees. Please fill out the attached Show Committees Volunteer forms and return as soon as possible. You will be contacted at a later date by the Show Chair or your Committee Chair with more information about your responsibilities. Thanks!
- 2. Shirts:** T-shirts or Sweatshirts with the show logo and participants name will be available. Order forms are available on the CVFSC website. Show shirts must be paid for at time of order, no charges will be made on your CVFSC account.
- 3. Flowers:** Order forms for show flowers are available on the CVFSC club website. All orders must be turned in by November 20, 2011 (unless otherwise notified) and accompanied by payment. No orders will be allowed to be billed to your CVFSC account. A limited number of flowers and balloons will be available on show day.
- 4. Out of Town Publicity:** If you would like to have your hometown, your grandparent's hometown newspaper, etc., print an article, please send the name and address of the newspaper to Publicity, CVFSC, P.O. Box 1052, Waterloo, IA 50704. Please include your skater's name, age, and number of years skating, level of skating, any accomplishments, and a picture. *Information needs to be sent no later than November 1, 2011.*
- 5. Pictures:** Pictures will be taken professionally by Lattin Photography. Picture Night information will be distributed on November 20<sup>th</sup> at Sunday Practice.
- 6. Tickets:** Tickets will go on sale in October. Skaters will receive packets of tickets at their weekly show practice the week of October 9<sup>th</sup>. All skaters will be expected to sell at least 10 tickets. IF tickets are not sold, they must be returned to the ticket chair by the dress rehearsal date (December 1<sup>st</sup>). Each skater is responsible for all the tickets they receive. Any tickets not accounted for in terms of money turned in or tickets returned will be charged to the skaters account at \$8.00 per missing ticket. Tickets will be on sale at several places and will be announced shortly.
- 7. Costumes:** The Director and Costume Committee Chairs have chosen costumes for this year's show. The costume decisions made by the Costume Committee are final, no exceptions. Make-up will be mandatory on show day as well to create a true show experience. If full your CVFSC account is not current, you WILL NOT receive your costumes, no exceptions. All Costume Measurement forms must be turned in by no later than September 25, 2011. If you are unsure how to take measurements, please contact the Costume Committee for help. Tights will be required for female skaters and must be ordered to ensure uniformity of all skaters. If you do not have tights from a previous show, tight order forms are available on the club website. Finally, if you are using arena rental skates for the show, please inform the Costume Committee when you turn in Measurement forms.
- 8.** Any other questions may be directed toward the director. If you have a specific question regarding volunteers, please see the show chairman of the committee you are interested in. THANKS!

## Show Day Instructions

Parents and skaters should **read all instructions together** and be willing to comply with the guidelines set by the CVFSC. This will help assure that we produce the *best* show possible and that everyone enjoys this experience.

1. **Costumes: All costumes will need to be ready by picture night.** Please have your skater try on his/her costume(s) immediately after receiving them to ensure proper fit. If any alterations are needed, please contact the Costume Committee Chair ASAP. Please have all portions of your costume properly pressed or steamed prior to picture night to avoid unsightly wrinkles showing in pictures. Most skaters will wear make-up for pictures, however, it is optional and applied at the parents discretion. It will be mandatory for all skaters to wear make-up at the dress rehearsal and the day for the show. This will reduce the “washed out” look on the ice and create a true show appearance.
2. **Tights:** All female skaters will be required to wear similar colored tights for the show. Please DO NOT wear show tights before the dress rehearsal (except for pictures), as there is always the chance of running them.
3. **Securing Loose Items:** Check all screws in skates and tighten if necessary! In addition, all parts of your costume should be secured and if used, bobby pins crisscrossed to prevent them from falling out - items that fall on the ice are very hazardous to skaters and may cause injury. Any sequins or beads on your costumes must be adhered tightly! Skate guards should be worn while off the ice and be clearly marked with the skater's name.
4. **Costume Cover-up:** Skaters need to wear a jacket, sweatshirt, or other cover-up over their costumes while seen by the audience, or during warm-up on the ice. Skaters who will be scheduled for warm-up will be advised of the time prior to the show.
5. **Finale:** Skaters will remain in costumes for the finale. Unless otherwise requested, please wear the costume you skated in last for the finale.
6. **Food and Drink:** Skaters may bring **bottled water and healthy snacks** on show day. NO greasy or sticky foods, no colored liquids, no chocolate, no glass bottles. Please throw all wrappers away and clean up after yourself. No gum or candy while on the ice.
7. **No fingernail polish in the arena** on show night. Apply the night before. The only exception is clear finger nail polish for emergency tight repair.
8. **Dressing rooms.** Dressing rooms will be assigned to groups prior to the dress rehearsal. Each door will be marked so each skater knows where to go. It is very important that you use the dressing room assigned to you so that the show personnel can find you when it is time for your number. Please leave the dressing rooms clean after all practices and show night. If any belongings are left behind, please turn in to coach's room. Any left items can be claimed from the coach's room at next practice time. All skaters should meet in their **assigned dressing rooms one half hour before the show.** Skaters will not be allowed to watch the show performance. Skaters will have several opportunities to watch the show during full and dress rehearsals. Skaters are allowed to bring activities to entertain them during the show. Please keep in mind all activities need to be “mess-free” to avoid any damage to costumes.

## SHOW COMMITTEES

Skater Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Please indicate your first, second and third preference of committee you would like to serve on for the Annual Holiday Show. Each family with a skater participating in the show must serve on at least one committee. Please feel free to volunteer for more than one committee to fulfill an additional volunteer activity.

### SHOW CHAIR

\_\_\_\_\_ CO-CHAIR: assist show chair with all aspects of show, oversee all committees

### PICTURES

\_\_\_\_\_ CHAIR: make arrangement w/photographer, send out notices to skaters, schedule skaters for photos, ensure that skates receive pictures

\_\_\_\_\_ COMMITTEE MEMBER: assist w/picture night making sure skaters are ready per schedule, help with any costume issues and completing order

### TICKET SALES/BOX OFFICE

\_\_\_\_\_ CHAIR (INDIVIDUAL TICKETS): distribute tickets to skaters, arrange for ticket sales day of show, schedule box office, collect tickets and money from skaters, prepare report of tickets sold

\_\_\_\_\_ CHAIR (GROUP SALES): mail letters/call groups, make arrangements to have tickets available at other locations, prepare report of tickets sold to groups

\_\_\_\_\_ COMMITTEE MEMBER: work in box office day of show, serve as host/hostess taking tickets

### FLOWER SALES

\_\_\_\_\_ CHAIR: contact floral shop, distribute order forms to skaters/families, collect orders/money, place order, arrange for committee members to work day of show, prepare report of sales activity

\_\_\_\_\_ COMMITTEE MEMBER: work at the flower table the day of the show

\*\*\*More Choices on reverse side of this form/next page\*\*\*

## **DECORATIONS/PROPS**

- \_\_\_\_\_ CHAIR: update current decorations as needed, purchase additional decorations if needed, schedule committee members to help decorate day of show.
- \_\_\_\_\_ COMMITTEE MEMBERS: assist with decorating rink/ice day of show

## **ICE MONITORS/BACKSTAGE**

- \_\_\_\_\_ CHAIR: make sure that skaters enter/exit ice at appropriate times and from correct entrances during rehearsal and show, ensure that committee members understand duties the day of show and rehearsals
- \_\_\_\_\_ COMMITTEE MEMBERS: assist chair day of the show, lining skaters up and instructing when they should go on ice, monitor skaters in dressing

## **SHOW VIDEO/DVD**

- \_\_\_\_\_ CHAIR: solicit bids from vendors, collect orders/money, place order, deliver DVDs

## **T-SHIRTS**

- \_\_\_\_\_ CHAIR: collect orders/money, contact printer with sizes and quantity, deliver shirts, prepare report of t-shirts sold and money collected

## **COSTUMES (ALSO ACCESSORIES AND MAKEUP)**

- \_\_\_\_\_ CO-CHAIRS: with direction of skating director, select costumes appropriate for programs, obtain measurements from skaters, order costumes, deliver costumes, ,
- \_\_\_\_\_ CHAIR (ACCESSORIES): order tights, boot covers, misc costume
- \_\_\_\_\_ CHAIR (MAKEUP): make arrangements with LaJames for hair/makeup, help set up schedule for skaters
- \_\_\_\_\_ COMMITTEE MEMBERS: assist with alterations, securing rental costumes, assist chairs

## **PUBLICITY**

- \_\_\_\_\_ CHAIR: contact newspaper for ad prices, distribute press releases, distribute posters, radio PSAs, place marquee ads, prepare report of poster distributions, radio ads and marquees used
- \_\_\_\_\_ COMMITTEE MEMBERS: assist chair with poster distribution, ads as directed

## **SOUND/LIGHTING**

- \_\_\_\_\_ CHAIR: play music and work lights day of show as needed

## **FUNDRAISING (PROGRAM ADS)**

- \_\_\_\_\_ CHAIR: solicit ads for show

**CHRISTMAS SHOW 2011**  
**IMPORTANT DATES**

Tuesday, September 20 <sup>th</sup>	Show Contracts Due.
Sunday, September 25 <sup>th</sup>	Costume Measurements Due – if you need someone to measure your skater, someone will be available at the arena from 5:30-6:30 pm.
Monday, September 26 <sup>th</sup>	Show Cast List and Practice Schedule released. This may be released at an earlier date, but will be no later than this date.
Saturday, October 1 <sup>st</sup>	Weekly show practices will begin. Please refer to the emailed Practice Schedule for your weekly scheduled practice time.
Sunday, October 9 <sup>th</sup>	Show tickets will be available during this week. Please pick up your ticket packets during your regular weekly show practice.
Sunday, October 16 <sup>th</sup>	Show T-Shirt/Sweatshirt and Tight orders due. Please send to address indicated on the order form. Payment must accompany order forms. No shirts or tights will be billed to CVFSC account.
Tuesday, November 1 <sup>st</sup>	Out of town newspaper publicity requests due.
Saturday, November 5 <sup>th</sup>	NO ICE – No Show Practice
Sunday, November 6 <sup>th</sup>	NO ICE – No Show Practice
Sunday, November 20 <sup>th</sup>	Please Pick Up Picture Night Packets at this practice Flower Order Forms Due. Please send to address indicated on order form. Payment must accompany all orders. All Booster Club forms due – forms received after this date will not be listed in the show program.
Thursday, November 24 <sup>th</sup>	NO ICE – No Show Practice
Saturday, November 26 <sup>th</sup>	NO ICE – No Show Practice
Sunday, November 27 <sup>th</sup>	5:30-8:30 PM Finale Rehearsal/Full Show Rehearsal
Monday, November 28 <sup>th</sup>	6:00-8:00 PM Full Show Rehearsal
Tuesday, November 29 <sup>th</sup>	5:30-8:00 PM Picture Day (Please note this date is tentative)
Thursday, December 1 <sup>st</sup>	5:30-7:30 PM Dress Rehearsal. Please turn in all tickets and money at this practice
Sunday, December 4 <sup>th</sup>	Show Day!!!

*Beauty and the Beast*  
**MEASUREMENTS FOR SHOW COSTUMES**  
**Due By September 25, 2011**

Name: \_\_\_\_\_

Character (if known) \_\_\_\_\_

**Measurements:**

Bust: \_\_\_\_\_

Waist: \_\_\_\_\_

Hips: \_\_\_\_\_

Girth: \_\_\_\_\_

What size do you normally wear in clothing? \_\_\_\_\_

Circle one:    Girls        Women's        Boys        Men's

If you are uncertain of how to take clothing measurements, we will have someone available to take  
measurements at the arena from 5:30-6:30 pm on  
Sunday, September 25, 2011