

CANDLELIGHT NEWSLETTER 2016



Welcome to the 2016 season of the Candlelight Processional Massed Choir Program!

Congratulations on being selected to participate in one of Disney Parks' longest-held holiday traditions!

For 36 nights singers, musicians, and artists from around the country will come together to celebrate the season through story and song at the America Gardens Theatre. We want you to be prepared for your wonderful experience at Epcot, so we'll periodically send you information, updates, and fun facts about the show.



Learn the Lingo:

Backstage/Onstage: We like to think of Epcot as a "show." This means that any time we are in an employee/Cast Member-only area, we are "backstage" and anytime we are in an area visible to park guests, we are "onstage."

Show Attendants: The three chaperones who you have designated to assist with the production. We require 1 tent attendant and 2 theater attendants per group, per show.

Tent Attendant: The chaperone who will watch over the group's belongings and be a representative in case our staff needs your assistance.

Theater Attendants: The 2 chaperones who will sit backstage at America Gardens Theater during the show. They must be willing and able to assist any performers who may become ill.

The Candy Cane: A larger-than-life candy cane located just outside of the rehearsal tent that acts as a meeting place several times throughout the evening.



2016 Candlelight Processional Narrators

11/25-11/27	Steven Curtis Chapman
11/28-12/1	Neil Patrick Harris
12/2-12/3	Whoopi Goldberg
12/4-12/6	Edward James Olmos
12/7-12/9	TBD
12/10-12/12	Robby Benson
12/13-12/15	Meredith Vieira
12/16-12/18	Jim Caviezel
12/19-12/21	Joe Morton
12/22-12/24	Ming-Na Wen
12/25-12/27	Jodi Benson
12/28-12/30	Cal Ripken, Jr.



Narrators are subject to change

An Important Note about Numbers:

We expect that your number of performers should not drop significantly from what you booked with. If at any time your performer numbers drop, we ask that you contact our office right away. This can be as simple as a quick email or voicemail and will not have a negative impact on your group. Thank you so much for your diligence in this matter.



Your 2016 Conductors:

Rick Mizell
Dr. John Sinclair
Chris Confessore
Dr. Jeffery Redding

Take Advantage of Special Ticket & Resort Rates:

Because your group is part of the Candlelight Processional you are eligible for discounted Disney resort room stays and park tickets for additional family and friends! Please contact Brandon in our Youth Sales Department. **1-877-939-6884 Option 1, Option 1, Ext. 6071**

Spending Performance Day in the Park

If your group is planning to spend time in the park prior to your performance, arrangements can be made with the Booking Coordinators during your confirmation call to pick up your first set of tickets. Your second set of tickets will be issued during your performance check-in. Your bus will then relocate to the main bus parking lot at the theme park of your choice and you will enter the park through the front turnstiles.

If you choose to spend the day in Epcot, we can arrange to have a Guest Talent Coordinator meet your entire group in the afternoon at the cappuccino stand between Germany and Italy.

Tickets may be scheduled for pick up between the hours of 9AM and 12 PM.

Confirmation Calls

Confirmation calls will occur during the first few weeks of November. We will send everyone an email *first* requesting that you call us, so that you can do so at a time that is convenient and works with your schedule. Please be thinking about your group's plan for before and after your performance!

Dress for Success!

Please be aware that our costume guidelines must be followed by all performers, and failure to adhere to them could result in removal from the show. We recommend posting the guidelines found in your Information Packet in your classroom so that students can review them. Here is a basic overview:

- ✓ Solid black dress pants, no leggings or jeans
- ✓ Solid white shirt, free of logos or patterns with a low collar
- ✓ Solid black shoes
- ✓ Black socks or hosiery to cover feet and ankle
- ✓ Keep jewelry to a minimum



Spectator Tip:

Do you have parents, friends, or other family coming to watch your choir perform? Make sure they give themselves plenty of time to get in line for the show. The line can get very long very quickly, especially for the most popular narrators like Whoopi Goldberg or Neil Patrick Harris.



Director's Checklist:

Before You Arrive:

- INFO PACKET:** Read over your Candlelight Information Packet in its entirety.
- BUSSING:** Arrange your bus transportation for the day(s) of your show(s).
- CONFIRMATION CALL:** Complete your confirmation call with one of the Booking Coordinators.
- IMPORTANT PAPERWORK:**
 - Return your Ticket Order Form via fax or email
 - Copy and distribute performer release forms. They **must** be brought on your first performance date
 - Please read over your attached Guest Talent Agreement. You will sign two copies of the contract at check-in on your (first) performance date.
- CHAPERONES:** Decide which of your chaperones will be Show Attendants and fill out the Show Attendant Sign-Up Form (given during Confirmation Call) to bring with you on the day of performance(s).
- COSTUMING:** Post the Candlelight Costuming guidelines in your choir room. Please make sure that all performers have appropriate attire.
- FRIENDS & FAMILY:** Please inform all family, friends, and faculty who intend to come see your group perform that reserved seating is **NOT** provided; They must arrive early and wait in the queue to be seated.
- BE PREPARED:** You may want to put together an "Emergency Candlelight Kit" with extra black socks, black shoelaces, safety pins, white t-shirts, Tylenol, band-aids, etc.

On Performance Day:

- COUNTS:** Have an accurate count of all performers and make sure you are within the chaperone maximum (1 per 5).
- COSTUMING:** Make sure all performers meet our costume guidelines.
- CHAPERONES:** Ensure any chaperones with specific duties are aware of them (i.e. Show Attendants) and you have brought and filled out the Show Attendant Sign-Up Form.
- RELEASE FORMS:** Be sure to bring the completed Performer Release forms with you.
- CELL PHONES:** Have a chaperone collect cell phones and cameras from the students before they go into Rehearsal. They will not be permitted on stage.
- ARRIVAL:**
 - Write down contact information for the bus driver and bus company in case you should need it.
 - Upon arrival, please wait on your bus (or in the park, when applicable) until a Guest Talent Coordinator has greeted both you and your performers.
 - After being greeted, it is your responsibility to report to the booking office to check in.
- MEDICAL FORMS:** If your organization requires medical release forms, please assure that the medical forms/information is in the possession of the chaperone in the lunch tent, so that they may be accessed if necessary. **These forms are different from the required Performer Release Forms; they are not provided by Disney.**
- REMAIN BACKSTAGE:** Please remain in the backstage pre-show area until all of the performers are robed and lined up outside, ready to proceed to the stage. (This will not affect your ability to get to the theater on time to view the performance!)
- HAVE FUN!**

