2017 Candlelight Processional

Information for Directors

Below is pertinent information that will assist you and your group with your performance experience. Please be sure to copy, distribute and cover ALL information in this packet with all performers, chaperones, parents and organization personnel prior to your group's arrival.

Information and Reminders

*The production is approximately one hour in length and performers will be standing throughout the entirety of the show.

*All music for the performance must be memorized.

*The theater for this event is an open-air facility with a covered stage. "The show must go on" and every effort will be made to perform the show, even during inclement weather, so please be prepared.

Performance Day

*Only performers (9th grade and older), Directors, and Chaperones (21 years or older) will be admitted into the backstage pre-show area and must arrive together. These individuals should be able to produce identification in case of an emergency (i.e. Driver's License, School I.D.).

*Additional persons traveling with your group should be dropped off at the main entrance of Epcot BEFORE your arrival to the pre-show area and they will need a ticket to enter the park.

* If you are visiting Epcot that day, you can arrange to meet a Guest Talent Coordinator outside of the Italy Pavilion. If your group needs to change into their performance attire, a changing area can be provided.

*If you choose to arrive directly to the pre-show area, you must use your own bus transportation or 15 passenger commercial vans. Walt Disney World Bus Transportation does not drop off at this location. Personal Vehicles **will not** be permitted in the backstage pre-show areas this year.

*ALL vehicles must relocate after dropping off the group. If the group is planning to go into Epcot after your show, all persons in your group must exit through the front of the park.

*Directors are provided with two seats to view each show in which their group performs. To access these seats, you will be given a seating badge by the Booking Coordinator on the day of the performance.

*It is imperative that all Directors and Show Attendants attend the Chaperone meeting.

*Cell phones will be permitted in the pre-show area only until rehearsal begins. At that time, please make sure all performers leave them on their designated lunch table.

Show Attendants

* You are allowed to bring a maximum of 1 chaperone for every 5 performers to arrive backstage with you. However, we only require three working Chaperones or "Show Attendants" for each performance your group is in. Two will serve as Theatre Attendants, and will be escorted to the stage for the performance. The other will serve as a Table Attendant, and will be posted at your designated lunch table to be easily accessible in case of an emergency. All chaperones not designated as "Show Attendants" will be escorted into Epcot, immediately following the chaperone meeting.

*All Show Attendants are responsible for: providing emergency medical information, medical authorization and if needed, accompany a performer in the event of a medical transport. If your school requires medical forms for student travel, please leave these forms with your Table Attendant.

*Be advised: These three Show Attendants will NOT be able to watch the performance.

*For groups performing in both the 6:45 p.m. & 8:15 p.m. performances, we recommend that you plan for three different Show Attendants for each performance. This will allow your chaperones at least one chance to see the show.

Performer Release Form

Attached to your email is the "Release, Indemnity and Authorization to Photograph, Record and Reproduce" (Performer Release Form). Completion of this form is mandatory for all guest choir performers who are to appear in the 2017 Candlelight Processional and Massed Choir Program.

- Please make one copy for each performer to complete.
- This form cannot be altered.
- Bring the completed document for each performer in your group with you on the first date your group is scheduled to perform.
- Any performer without a completed form will NOT be able to participate in the show.

Information about Performers Requiring Wheelchairs

Please be aware that there are a limited amount of spaces on stage for wheelchairs. These spaces are available on a first come first serve basis. If you have a performer in need of a space, please call our office to ensure a spot for that individual. We cannot guarantee a spot upon your arrival without prior arrangements. Wheelchairs CANNOT be provided by the production team for personal use in the park.

2017 CANDLELIGHT PROCESSIONAL

*TIMELINES ARE SUBJECT TO CHANGE

5:00 PM CHOIR ITINERARY

2:30 PM ARRIVAL / SECURITY GATE CLEARANCE

- Please have all passengers remain on your vehicles until a Guest Talent Coordinator meets with you.
- *CHECK IN WITH THE CANDLELIGHT BOOKING COORDINATOR*
    - Confirmation of the group numbers and Show Attendants.
    - Distribution of show seating passes for group directors.
    - Collection of "Performer Release Forms" and signing of Guest Talent Agreement Contract.

All performers must have this form completed prior to your group's arrival!

- ***LUNCH-*** A cold lunch and water will be provided.

3:15 PM ANNOUNCEMENTS AND MEETING

- All Show Attendants, Chaperones and Directors are to meet in the designated location for meeting, except the 1 Table Attendant to remain at Lunch Table

3:35 PM REHEARSAL

- Choir to assemble on rehearsal risers/pre-show announcements

4:15 PM ROBE DISTRIBUTION AND BREAK/ DIRECTORS MEET AT THE CANDY CANE SIGN

Directors must wait until their performers are completely in costume before entering the Park to take their seats for the show

4:30 PM RISER LINEUP, PROCESSIONAL FORMATION AND CANDLE DISTRIBUTION

- Two Theater Attendants from each group are escorted to the stage and one Table Attendant remains at your designated lunch table.

5:00 PM SHOW

6:00 PM SHOW ENDS

Contact Information

Information about your Performance Day:
1-800-359-0509 * OPTION 1 * EXT 7581
WDWCandlelightGuestChoir@email.disney.com

DISNEY® YOUTH GROUP PROGRAMS Information on Group Disney Performing Arts® Ticket Packages & Group Hotel Reservations *(Please note this is not for individual reservations.)*

1-877-939-6884 * Option 1, Option 1, EXT. 6071

6:45 PM AND 8:15 PM CHOIR ITINERARY

4:15 PM ARRIVAL / SECURITY GATE CLEARANCE

- Please have all passengers remain on your vehicles until a Guest Talent Coordinator meets with you.
- *CHECK IN WITH THE CANDLELIGHT BOOKING COORDINATOR*
    - Confirmation of the group numbers and Show Attendants.
    - Distribution of show seating passes for group directors.
    - Collection of "Performer Release Forms" and signing of Guest Talent Agreement Contract.

All performers must have this form completed prior to your group's arrival!

- ***LUNCH-*** A cold lunch and water will be provided.

5:10 PM ANNOUNCEMENTS AND MEETING

- All Show Attendants, Chaperones and Directors are to meet in the designated location for meeting, except 1 Table Attendant to remain at Lunch Table

5:30 PM REHEARSAL

- Choir to assemble on rehearsal risers/pre-show announcements

6:00 PM ROBE DISTRIBUTION AND BREAK/ DIRECTORS MEET AT THE CANDY CANE SIGN

Directors must wait until their performers are completely in costume before entering the Park to take their seats for the show

6:30 PM RISER LINEUP, PROCESSIONAL FORMATION AND CANDLE DISTRIBUTION

- Two Theater Attendants from each group are escorted to the stage and one Table Attendant remains at your designated lunch table.

6:45 PM SHOW

7:45 PM PERFORMER BREAK

Directors are to return to the pre-show area

7:55 PM RISER LINEUP, PROCESSIONAL FORMATION AND CANDLE DISTRIBUTION

- Two Theater Attendants from each group are escorted to the stage and one Table Attendant remains in the lunch tent.

8:15 PM SHOW

9:15 PM SHOW ENDS

Information For Choir Members

Welcome!

Congratulations! Your group has been selected to perform in the Massed Choir program for Disney Parks' longest-held and most beloved holiday traditions, the Candlelight Processional. You will be performing alongside choirs from all over the world, our 55-piece orchestra, the Voices of Liberty, and a Guest Celebrity Narrator.

While we want you to have a memorable and enjoyable performance experience, "Candlelight" is a professional production and we have high expectations of the choirs we have selected.

Important Information and Reminders

*You must arrive with your group in order to perform.

*Do not, under any circumstances, come backstage to the pre-show area without a Candlelight escort.

*Remind family and friends that only performers, authorized Chaperones, and Directors are to be in the pre-show area.

*Any personal items you bring with you will be left in the pre-show area during your performance. There will be hundreds of people in this area so it is best not to bring any valuables!

Cell phones will be permitted in the pre-show area ONLY until rehearsal begins. At that time, please leave all cell phones on your table in the lunch tent. Performers with these items on stage or in rehearsal will be removed from the performance.

*The theater for this event is an open-air facility with a covered stage. "The show must go on" and every effort will be made to perform the show, even during inclement weather, so please be prepared.

*In order to perform you must meet our performance attire guidelines.

*Most importantly- Have fun!

Performance Day Schedule

ARRIVE – 2.5 HOURS UNTIL SHOW

- WELCOME TO CANDLELIGHT!
- CHANGE INTO PERFORMANCE ATTIRE IF NECESSARY

LUNCH TIME

- A COLD LUNCH WILL BE PROVIDED.
- MAKE SURE TO DRINK PLENTY OF WATER!

REHEARSAL- 30 MINUTES

- CHOIR WILL BE CALLED IN TO THE REHEARSAL ACCORDING TO VOICE PART
- MAKE SURE TO LEAVE CELL PHONES ON YOUR LUNCH TABLE AT THIS TIME!

ROBE DISTRIBUTION AND BREAK- 45 MIN UNTIL SHOW

RISER LINEUP, PROCESSIONAL FORMATION AND CANDLE DISTRIBUTION

- MEET YOUR GUEST TALENT COORDINATORS!

IT'S TIME FOR SHOW!

- YOU WILL BE STANDING FOR APPROXIMATELY AN HOUR, SO MAKE SURE YOU ARE WEARING COMFORTABLE SHOES

SHOW ENDS

- RETURN TO PRE-SHOW AREA

THANK YOU SO MUCH AND HAVE A GREAT NIGHT!

IF YOUR GROUP IS PERFORMING IN THE 6:45PM & 8:15PM SHOWS:

- THERE WILL BE A BRIEF BREAK IN BETWEEN PERFORMANCES

A Note about Florida weather

Winter weather in Florida can be unpredictable and ranges from 30°- 80°F, so please be prepared. Also, the stage can be VERY hot. It is usually another 10°-15° warmer than the air temperature due to the amount of performers on the stage. If it is a cool day, it is a good idea to dress in layers, and leave coats and sweatshirts in the lunch tent during the show. If it is a warm day, the stage will be very hot, so please make sure to wear lighter breathable materials, such as cotton T-shirts and tank tops, as long as they are solid white, with no midriffs showing and no logos.

DRESS CODE FOR PERFORMERS

HAIR

- **LADIES:** MUST BE A NATURAL HAIR COLOR OR A MIXTURE OF NATURAL HAIR COLORS.
- **MEN:** MUST BE A NATURAL HAIR COLOR. EXTREME OR BI-LEVEL STYLES ARE NOT PERMITTED.

ACCESSORIES

- NO CHOKERS OR NECKLACES THAT CANNOT BE COMPLETELY HIDDEN BY COLLAR.
- ONE BRACELET OR WATCH PER ARM. WATCHES MUST BE NEUTRAL COLORED (GOLD, SILVER, BLACK, BROWN, ETC.) WITH A FACE NO LARGER THAN A QUARTER.
- ONE RING PER HAND NO LARGER THAN A DIME.
- NO MAGICBANDS

EARRINGS

- **LADIES:** MAXIMUM OF TWO PER EAR. MUST BE NO LARGER THAN A QUARTER, OR DANGLE BELOW THE EAR LOBE BY MORE THAN 1".
- **MEN:** MAXIMUM OF ONE PER EAR. EARRINGS MAY NOT DANGLE OR WRAP AROUND THE LOBE.
- NO "GAUGES", "RAM HORNS" OR FACIAL PIERCINGS.

SOLID WHITE SHIRTS

- NO PRINTS OR LOGOS, HIGH COLLARS OR TURTLENECKS
- T-SHIRTS AND TANK TOPS ARE ACCEPTABLE AND RECOMMENDED DURING WARMER WEATHER.
- NO BARE MIDDRIFFS

SOLID BLACK PANTS

- WE REQUIRE FULL-LENGTH, BLACK, DRESS PANTS IN GOOD CONDITION.
- NO CAPRIS, SWEATPANTS, LEGGINGS, OR TIGHTS.
- NO RIPPED, PRINTED, FADED OR STONEWASHED PANTS, INCLUDING JEANS.
- SKIRTS ARE NOT PERMITTED. RELIGIOUS ACCOMMODATIONS WILL BE CONSIDERED.

BLACK HOSIERY/SOCKS

- SOCKS OR HOSIERY ARE REQUIRED AND MUST COME ABOVE THE ANKLE

DRESS CODE FOR PERFORMERS

ACCEPTABLE FOOTWEAR

- COMFORTABLE, ALL-BLACK ATHLETIC OR DRESS SHOES
- **BOOTS** – ALL BLACK. NO VISIBLE BUCKLES, STRIPES OR FUR THAT CANNOT BE COVERED BY THE PANTS
- **NO HIGH HEELS** - New this year: **ABSOLUTELY NO HIGH HEELS ARE PERMITTED**

UNACCEPTABLE FOOTWEAR

- SHOES WITH NON-BLACK SOLES
- NON-BLACK LACES, NON-BLACK STITCHING
- SANDALS
- OPEN TOED SHOES
- BACKLESS SHOES
- CLOGS
- FLIP FLOPS
- "MONKEY FEET"/ FIVE FINGER SHOES
- UGGS
- DRESS SHOES WITH METAL/RHINESTONE ACCENTS
- **HIGH HEELS (INCLUDING CHARACTER SHOES)**

All violations of the appearance guidelines will be judged by the Candlelight Production Team on a case-by-case basis.

Information For Chaperones

Important Information

*All Chaperones must be at least 21 years of age or older.

*You will be given a Chaperone ID badge to help identify you as part of the production. You must display this badge at all times. Please be sure to carry a personal ID with you, as well.

*In order for your group to perform, we require three chaperones for each group to serve as Show Attendants.

* There will be a ***mandatory*** meeting for ALL Chaperones and Show Attendants with one of our Guest Talent Coordinators. Following the meeting, those Chaperones not acting as one of the three Show Attendants for the upcoming show will be escorted into the park.

* One designated Table Attendant must stay at your lunch table during the Chaperone meeting. Please make sure to pass along information from the meeting to them.

How Chaperones Can Support Their Choir Members

*Familiarize yourself with each performer in your group, or a smaller group that you may have been assigned to chaperone.

*Remain with your group until you have been released by the production staff.

***Cell phones will be permitted in the pre-show area only until rehearsal begins. At that time, performers will be asked to leave all cell phones on their table in the lunch tent. Please help us enforce this guideline.**

*Encourage the performers to drink plenty of water and stay hydrated.

*Please ensure that each performer is able to appear on stage by familiarizing yourself with our appearance guidelines.

*You may want to bring an "Emergency Candlelight Kit" with you. This kit should include: extra black socks, shoelaces, black shoes, safety pins, white T-shirts, black pants, Tylenol, Band-Aids, etc.

Seating For The Show

"Candlelight" is a professional production, and as such, complimentary seating is NOT provided to Production Personnel, performers or Chaperones. If you would like to view the performance, you must wait in the theater queue for show seating. Seating for all Epcot guests is limited and is not guaranteed. While waiting to see the show, Chaperones and any other school representatives, including parents, must follow WDW Park guidelines as would be expected by any other of our park guests. Any guidelines that are not adhered to by any school representatives, such as saving a place in line or allowing others to "cut" the line, can result in their removal from the park.

Show Attendants

*Show Attendants should think of themselves as part of the stage crew for the show; as such, they will *NOT* be able to watch the performance.

*The three required "Show Attendants" for each group will be split into either the 2 Theatre Attendants or 1 Table Attendant.

*All Show Attendants are responsible for providing emergency medical information, medical authorization and if needed, accompany a performer in the event of a medical transport.

*Theater Attendants will be escorted to the stage for the performance and *MUST* be at the designated location on time.

*The Table Attendant will remain in the lunch tent at your group's designated table to watch over everyone's belongings as well as performers that are unable perform for any reason.

*For groups performing in both the 6:45 p.m. & 8:15 p.m. performances, we recommend for three different Show Attendants for each performance. This will allow chaperones at least one chance to see the show.

Failure to be in the designated locations on time may result in the entire group being pulled from the production.

Performance Day Breakdown

Arrive to Pre-Show Area/Lunch

- 2.5 hours before Show
- A cold lunch will be provided to all Performers, Chaperones, and Directors
- Monitor performers during this time and listen for announcements

Mandatory Chaperone Meeting

- All Show Attendants and Directors are to attend the meeting, location and time will be announced.
- The Table Attendant will remain at your lunch table for the duration of the meeting
- All Chaperones not designated as Show Attendants will be escorted into the park after the meeting.

Choir Rehearsal Begins

- Directors are encouraged to watch rehearsal. Theatre Attendants should relay information from meeting to the Table Attendant

Theatre Attendants to Meet at Candy Cane

- You will be escorted to the backstage of the theatre approximately 20 minutes before the show
- Please be prepared and on-time!

Show Begins

- *Table Attendant should remain in the lunch tent at all times*

IF YOUR GROUP IS PERFORMING IN THE 6:45PM & 8:15PM SHOWS:

- There will be a brief performer break between shows
- If you are switching out to be Theatre Attendant or Table Attendant for the 8:15pm show, this would be a good time to switch out.

Complimentary Ticket Information

- All performers, up to two Directors per school or organization, and Chaperones (1:5) will be issued two "One Day-One Park" admission tickets each night. If your group is scheduled on December 24th or 25th, each eligible participant will receive four tickets for these days. All tickets will have *an expiration date* of December 30th, 2018.
- These tickets are to be distributed to all participants, as stated in the attached Guest Talent Agreement.
- You will not receive tickets for anyone above the number confirmed during your confirmation call with us, as the tickets will be printed based on that phone call.
- Our staff will verify the number of performers and chaperones in your group upon arrival, and then you will count the tickets during check-in at the booking office. You will not receive more tickets than what our staff has counted, and you have signed for.
- ***It is illegal for these tickets to be sold, auctioned, raffled, or bartered for money or goods.***
- You, as the group's Director, are responsible for seeing that anyone you distribute these tickets to is aware of these rules. There could be subsequent action if any of the tickets are found to be sold, auctioned, raffled, or bartered for money or goods.

These tickets are a one-time offering and cannot be replaced.

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.

Administration Ticket Process

- Your organization is eligible to receive two additional complimentary theme park admission tickets. These are for use by your school administration or organization leaders as admission to Epcot to view your group's performance. These complimentary tickets are for park admission only and DO NOT provide seating for the show(s).
- Please fill out the attached Administration Ticket Order form with the full name(s) of those picking up and utilizing these tickets. We must receive this form no later than 14 days prior to your performance. **Please indicate which performance date (1) you would like to use these.**
- They may pick up the tickets at the Will Call window at the front of Epcot on the day your group is scheduled to perform. They will need to present their government issued I.D. for verification.
    - A confirmation number for the tickets will also be sent to you once the ticket order has been processed. Please make sure to pass this on to your administration or organization leaders.

Information For Honor Choirs

Congratulations on your selection as an Honor Choir in the 2017 Season of Candlelight Processional and Massed Choir!

We look forward to sharing this experience with you as you represent your school and your community in one of Disney Parks' longest-standing productions. As a token of thanks for your commitment to the show, your group will receive:

- Honorarium of $250 per night
- Roundtrip transportation to and from your scheduled performances
- Special recognition in the *Epcot Festival of the Holidays* program

As an Honor Choir, your group will be held to the highest standards of conduct, safety, and performance. Therefore, the following is expected:

All Performers, Directors, Chaperones and Organization Personnel shall:

**Be prompt at all required times.*

**Perform and adhere to all guidelines as expected by all Disney Cast Members.*

**Professionalism "onstage" and "backstage" is expected.*

All Performers shall:

**Know all music for the production.*

**Pay strict regard to all costuming guidelines provided in this packet.*

**Respect the physical property of the production and Walt Disney World.*

Failure to adhere to these guidelines, as well as the guidelines mentioned throughout the rest of the information packet, could result in removal from the show.

Your Honor Choir will be performing with us on multiple occasions, so please treat EACH performance as a professional production.

A Note About Your Numbers:

Due to the efforts that are made to place Honor Choirs in their preferred dates, performer numbers are very important. We ask that you please give as accurate a count as you can to provide sufficient performance opportunities for other groups. If **at any time** your performer numbers drop, we ask that you contact our office right away. This will give us ample time to give opportunities to other performers. Do not wait until the day of your performance to inform us of such changes.