

ALL THINGS SHOWTIME

Here is all the information you need for our final two weeks! Please **READ THROUGH EVERYTHING**. Feel free to reach out to any committee member if you have questions.

REHEARSALS

- **PLEASE ATTEND EVERY REHEARSAL** – We only have a few short weeks to get this show together. Please attend all of your scheduled rehearsals.
- **PLEASE BE ON TIME AND READY TO LISTEN**
- **TIMES MAY RUN OVER** – While we list all the rehearsal times please be patient as some scenes need more work than others. For this reason, rehearsals may run over their scheduled end times. If you need to leave at a certain time, please notify a committee member or a choreographer.

COSTUMES

- **DO NOT WEAR YOUR COSTUME TO REHEARSAL** – they are only to be worn on dress rehearsal nights and for the show performances.
- **LABEL ALL YOUR PIECES AND KEEP TRACK OF ALL ITEMS** – We do not have replacement costumes or parts so keep track of all your parts.
- **DO NOT LEAVE COSTUMES IN DRESSING ROOMS** – please take all your costumes and pieces home with you every night during show weekend. We recommend keeping them hanging and in a dress bag, all parts and pieces in labeled, zip-lock bags – hanging on the hangar. **PLEASE LABEL EVERYTHING!**
- Please do not add to or alter your costume.

TICKETS

BUYING TICKETS

- **ALL PARENTS MUST PURCHASE TICKETS** for the performances they wish to attend. Showtime on Ice is a full-scale production and we have designated seat numbers for each performance. It is not open seating. You pick your seats on the ticket site.
- **YOU DO NOT NEED TO PURCHASE TICKETS FOR ALL PERFORMANCES** – only the ones you wish to attend.
- **ROOM PARENTS** - If you are a room parent volunteer for the first half and would like to watch the second half – you will still need to purchase tickets for the show.
- **RINK SIDE SEATING** - is actually on the rink! We set up a riser along the dressing room, bleacher and lobby sides of the rink – on the ice. The riser is carpeted and will have two rows of folding chairs. **IT GETS COLD** so please

dress warmly and bring a blanket. Share this information with your friends and family.

EXCHANGING TICKETS

- **ON SITE** - Ticket exchanges will happen during show week. Please try and get those taken care of BEFORE the performance as ticket lines do get long.
 - **Monday, April 23** – 7pm-8pm
 - **Tuesday, April 24** – 6pm-7pm
 - **Wednesday, April 25** – 6pm-7pm
- **EMAIL** - You can also email us with exchange requests ahead of time (PREFERRED).

VOLUNTEERING

The success of our show is always because of our amazing volunteers! Our skating community is strong and this entire show, aside from the Directors and Choreographers, is run on volunteer power.

- **SIGN UP** – Please visit the Volunteer page of our website and see where we need help. There are positions for everyone and none are difficult! We provide all the training. We need veteran parents and first time families!
- **SET-UP DAY** – Set up day is on April 22. We transform our rink into our Showtime stage! We need all the hands we can to make this happen!

SHOW APPAREL

PRE ORDERS - PICK UP - Apparel orders will be available for pick up on Saturday (4/12), Sunday(4/13) and Saturday(4/21) during rehearsals from 12-4. We may have someone available on Tuesday and Thursday but that is TBD.

PURCHASING EXTRA ITEMS - Apparel will be available for purchase on Saturday (4/12), Sunday(4/13) Saturday(4/21) during rehearsals from 12-4. We will also have the Pop Sockets available. **CASH OR CHECK ONLY, PLEASE. We do have limited quantities available in most sizes but they may sell out.**

LANDS END, BLACK SHOWTIME BRANDED VESTS, JACKET AND PULLOVERS –

Click [HERE](#) for all the details. These items can be ordered all year long and are shipped directly to your home.

SHOW WEEK DETAILS

MONDAY AND TUESDAY (4/23 & 4/24) – 6pm – 9pm – FULL RUN THROUGH

- **Please be at the rink by 5:30pm** so you have enough time to get your skates on and warm up.
- **BRING DINNER, BLANKETS, HOMEWORK and DRESS WARM** – all our skaters will be sitting out on the on ice risers (for the seating) in their groups. This is one of the best times for our skaters! They have a great time hanging out with their group until it is time for their scene.
- **NO PARENTS are allowed on the rink risers.** Thank you! Please pick your skater up in the lobby. If they need assistance to and from their groups, let a committee member know.
- **ALL FIRST HALF SKATERS WILL BE RELEASED after the first half is complete.** First half skaters should expect to be there for 60 – 90 minutes. Please be patient! These times fluctuate based on the needs of the Directors.

WEDNESDAY (4/25) – 6pm – 9pm – DRESS REHEARSAL

- **Please be at the rink by 5:30pm IN COSTUME.** You DO NOT need to do hair and make-up for this dress rehearsal.
- **NO DRESSING ROOMS THIS NIGHT** – please plan accordingly as there is not enough space in the restrooms/changing room to accommodate all our skaters.
- **BRING DINNER (optional), BLANKETS, HOMEWORK and DRESS WARM!** – all our skaters will be sitting out on the on-ice risers (for the seating) in their groups. This is one of the best times for our skaters! They have a great time hanging out with their group until it is time for their scene.
- **KEEP TRACK OF EVERY SINGLE PIECE OF YOUR COSTUME** – we do not have extra items for the costumes so please make sure you leave with what you came with – headpieces, boot covers and entire costumes – it has happened!
- **COME PREPARED TO LISTEN** – All skaters need to be prepared to listen. Please talk quietly but pay attention to what's happening on the ice. When you are out in your group, please have big ears! We have a lot to cover in a short amount of time.
- **NO PARENTS are allowed on the rink risers.** Thank you! Please pick your skater up in the lobby. If they need assistance to and from their groups, let a committee member know.
- **ALL FIRST HALF ONLY SKATERS WILL BE RELEASED after the first half is complete.** First half only skaters should expect to be there for 60 – 90 minutes. Please be patient! These times fluctuate based on the needs of the Directors.

- **FATHER/DAUGHTER – We will run BOTH GROUPS in the Father/Daughter number this night.** If you are in this number, please refer to the Father/Daughter information in this email or on the website.

THURSDAY (4/26) – 6pm – 9pm – FULL DRESS REHEARSAL WITH SKATER CHECK IN AND DRESSING ROOMS PLEASE ALLOW EXTRA TIME FOR THIS

Thursday will run just like a performance night - with full costumes, make-up and lights.

- **Please be at the rink by 5:15pm AND PROCEED TO SKATER CHECK-IN** (IN FRONT OF THE NORTH RINK DOORS.** Please have costumes on (if they need help) and hair and make-up ready. After you check your skater in, they will have a volunteer parent walk them to their designated dressing room.
- **PARENTS ARE NOT ALLOWED IN THE DRESSING ROOMS –** Unless you are a volunteer room parent, you are not allowed in the dressing rooms. The volunteer parents will assist your skater with skates and last minute costume items. *This is a SafeSport rule and we abide by all rules and regulations set forth by United States Figure Skating and SafeSport.*
- **KEEP TRACK OF EVERY SINGLE PIECE OF YOUR COSTUME –** we do not have extra items for the costumes so please make sure you leave with what you came with – headpieces, boot covers and entire costumes – it has happened!
- **NO PARENTS ARE ALLOWED IN THE RINK SIDE SEATING AREA!** Thank you!
- **ALL FIRST HALF SKATERS WILL BE RELEASED after the first half is complete.**
- **SIGN YOUR CHILD OUT**
 - **First Half Only Skaters** - please proceed to your child's dressing room and sign him/her out with the room parent. Please notify us if you need assistance with this.
 - **Second Half Skaters** – Unless you are 16 or older with a valid Drivers License you **MUST** be checked out by a parent.
 - **THESE SIGN OUT POLICIES ARE FOR TONIGHT AND ALL PERFORMANCES.**
 - *Per SafeSport and USFS regulations, only a female can check out a female skater and a male a male skater.*

SHOW WEEKEND

FRIDAY(4/27), SATURDAY(4/28) AND SUNDAY(4/29)

REST

- The skaters have ALL worked so hard by now! Make sure your skater is well rested, fed and hydrated after each show. It's a whirl wind of a weekend so get rest when you are able! Parents too!

COSTUMES

- We cannot stress enough to **KEEP TRACK OF YOUR COSTUME(S) AND ALL PIECES THAT COME WITH IT.** We will not have any extra costumes or pieces.
- Please do not leave your costume or any other personal items in the locker room on Friday and Saturday night. Do Not leave any personal items in the locker rooms between shows on Saturday. We are not responsible for lost or stolen items left unattended in the locker rooms.

CHECK-IN TIMES

- Friday and Saturday check-in times
 - 5:45pm – Volunteers
 - 6:00pm – Skaters
 - 8:15pm – Father/Daughter Check-in* (Ready with skates on)
- Saturday and Sunday matinee check-in times
 - 12:15pm – Volunteers
 - 12:30pm – Skaters
 - 2:45pm – Father/Daughter Check-in* (Ready with skater on)
- *Father/daughter check-in times are subject to minor changes due to production tweaks these last two weeks. We will send out information if they do.

SKATER CHECK-OUT

- If your skater is in the first half of the show **ONLY**, you will need to pick them up from their dressing room after final bows.
- Skaters in the second half must be checked out by a parent **UNLESS** they are 16 or older and have a valid driver's license to show the room parent.

PRACTICE ICE

- Pre-pre – Senior level USFS skaters will have practice ice before each show. Click [HERE](#) for the schedule.

SECURITY

- There will be designated, colored wrist bands at each show for all volunteers. Access areas are designated by different colors each show.
- We will have credentialed volunteers checking wrist bands at each rink door.
- Parents are NOT allowed in dressing rooms – unless you are a room parent.
- NO visiting guest skater dressing rooms – this includes skaters.
- Skaters are expected to stay in their own dressing rooms. Do not visit other dressing rooms.
- NO PHOTOGRAPHY of any kind, camera or phone, is allowed in the dressing rooms. This is a strict SafeSport rule. No Snapchat or Instagram stories in the dressing room either. If we find skaters violating this policy, **we will hold their** phone until after the performance. Feel free to take all the photos you'd like outside the dressing room area.

AUTOGRAPH DAY – Sunday, April 29 – 10am-11:30am

- Bring your program or buy a poster for the guest skaters to sign!

ON-ICE PHOTO DAY IN COSTUME – Sunday, April 29 – 9am-11am

- This is an OPTIONAL photo opportunity for your skater to get a photo, on the ice, in skates and with their prop.
- Download the photo order form [HERE](#). Please have your form filled out and payment attached. Have your skater hand the order form to the photographer when it is their turn for the photo.
- Photo schedule coming soon.

CAST PIZZA PARTY

- After the final bows and photos have been taken on the ice and dressing rooms cleared out – we will have pizza and cupcakes in the lobby for the skaters to celebrate! We will hand out the prizes for top ticket sellers this day too.

****PLEASE NOTE - If your skater is in the first half ONLY - you MUST pick them up after the first half final bows.** The first half of the show is approximately one hour. Please plan accordingly. We will not have anyone on hand to watch children after skater check-out. If you have time to spare and are not attending a show, please volunteer your time! We can use all the help we can get. Please refer to the volunteer page to see what spots are available.