

It's Showtime!
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Volunteer Information Package 2007

By: Cheryl Richardson

CONGRATULATIONS!

You are about to become part of an exciting, fun-filled, unique skating experience as a volunteer for:



This Volunteer Information package is distributed to all heads of department. It is an overview of the how the Carnival and its committee are set up and provides information, tips and timelines based on feedback from previous shows to help both new and returning volunteers do their jobs quicker and more efficiently. Advising volunteers early of the commitment they are making helps them plan their schedules reducing the last minute pressure that often accompanies productions when volunteers are unsure exactly what their responsibilities are.

Thank you for volunteering to be a part of Carnival 2007. The success of the show depends on people like you! We expect this year's show will include over 300 skaters so we need lots volunteers and department heads who will be responsible for developing the following areas, all necessary to put on a show this size.

- * Carnival Chair
- * Secretary & Communications
- * Treasurer
- * Court Supervisors
- * Costumes
- * Sets & Props
- * Facilities
- * Lighting
- * Advertising & Promotion
- * Ushers
- * Make-up
- * Photo & Video
- * Tickets
- * Programmes & Printing
- * Ice Marshals

This package is provided to answer some of the many questions you are sure to have about the show and your volunteer work. Please read the whole package, not just your department. It will help you to understand how the whole thing is put together. Also, you might be able to help in another department or know someone else who could. Be ready to brainstorm!

A commitment to your volunteer work is essential. Please read this package thoroughly so you understand the commitment you are making. If, after reading it you still have questions, please contact:

Cheryl Richardson, Carnival Director (905) 642-5312 skatingaheadofthecurve@yahoo.ca
Sally Parent, Co-Carnival Chair (905) 555-5555
Suzy Parent, Co-Carnival Chair (416) 555-5555

An Overview of Amateur Carnivals

Amateur skating clubs have held carnivals almost as long as free skating has existed. Almost every club holds one either annually or bi-annually.

The intent of amateur carnivals is to showcase the individual talents of its members for an audience that comprises mostly immediate family and friends. The individual skater is somewhat sublimated to the whole but his talents are still recognized and appreciated. The skaters experience fun, support and satisfaction before a proud audience.

In carnivals, skaters tend to forgo the technical considerations of the sport for a while and enjoy and explore its theatrical components. For most skaters, exploring movement to a theme under spotlights, in

special costumes is a much-anticipated and enjoyed experience.

There is a place in amateur carnivals for every skater from pre-schooler to adult. Unlike professional shows where the casting is done in accordance with the needs of the show, amateur carnivals showcase all their members with appropriate costumes, music and choreography.

Carnivals are usually produced in a joint professional- amateur manner. The club hires a Carnival Director to select and develop a theme and to provide for the choreography done collectively by the coaches on staff. The Carnival Director is responsible for what happens on the ice- things like developing the theme, selecting the music, setting up schedules, organizing coaches to choreograph numbers, suggesting costumes and generally providing the vision of the show. She is not usually directly involved in financial or other off-ice decisions although she will provide recommendations.

The Club provides the many, many volunteers needed to develop the Carnival Director's vision. Costumes have to be selected and rented or designed and made, tickets printed, props made, lighting arranged, pictures taken, programmes laid out and printed, advertising sought for the programme, facilities acquired such as the building, seating, dressing rooms etc. not to mention assembling and organizing all the volunteers needed to serve as dressers and ice marshals.

This year's show is called, 'Holiday on Ice'. The themes for both halves will revolve around holidays. The first half, 'School's Out for Summer', finds our skaters enjoying the glorious fun of their summer holidays. Baseball, Wonderland, summer camp, Muskoka, the mall and the beach will all be visited. It will include members of all sessions but will focus mainly on CanSkate and Junior skaters. In the second half, 'Holiday Destinations', follow our Competitive Free Skate, Competitive Dance, Senior A, B and Intermediate skaters as they skate to the world's most exotic destinations- Paris, New York, the Great Barrier Reef, Tokyo, Ancient Egypt, Rio!! Enjoy music and dance from around the world!

You will be receiving updates on the running order throughout the year. The running order will keep changing as new information comes in- more registrations, an idea for a cheaper, simpler costume, errors in registration information etc. so expect changes right up until April.

Carnival Committee 2007

Department	Name	Phone Number	E-mail
Carnival Director	Cheryl Richardson	(905) 642-5312	skatingaheadofthecurve@yahoo.ca
Carnival Co-Chairs	Sally Parent Suzy Parent		
Secretary/ Communications			
Treasurer			
Costumes			
Facilities			
Tickets			
Programme/ Printing			
Advertising			
Lighting			
Sets & Props			
Photo & Video			
Ushers			
Ice Marshals			
Costume Supervisors			
Make-up			

Scarboro FSC Calendar 2006-7

September

				Club Closed	Club 1 Closed	Club 2 Closed
Club 3 Closed	Club 4 Closed	Club 5 Closed	Club 6 Closed	Club 7 Closed	Club 8 Closed	Club 9 Closed
Club 10 Closed	Club 11 Closed	Season 12 Begins	13	14	15	Lindsay Skate
Lindsay Skate	18	19	20	21	CanSkate Begins	23
24	25	Test Day 26	27	28	29	30

October

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
Octoberfest	22	23	24	26		
	30	31				

November

			1	2	3	4
5	6	High Tests 7	8	Low Tests 9	10	11
12	13	14	15	16	17	18
Keswick	19	20	21	22	23	24
Sectionals	26	27	28	29	Eastern Challenge	

December

					Carnival Deadline	Eastern Challenge
Eastern Challenge	4	5	6	7	8	Club 9 Comp
10	11	12	13	14	Holiday Family Skate	16
17	18	19	20	21	22	23
Winter Glitters	24	25	26	27	28	29
Club Closed	Club Closed	Club Closed	Club Closed	Club Closed	Club Closed	Club Closed

January

Club 31 Closed	Club 1 Closed	Club 2 Closed	Club 3 Closed	Club 4 Closed	Club 5 Closed	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Canadians	Canadians	Canadians	Canadians	Canadians	Canadians	Canadians
Canadians			Junior Nationals			

February

				Junior Nationals 1	Junior Nationals 2	Junior Nationals 3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			
Low Tests			High Tests	STARSkate Champs.	STARSkate Champs.	
STARSkate Champs.						

March

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
March Mania *Canada Games	Canada Winter Games	Canada Winter Games	Canada Winter Games	Canada Winter Games	Canada Winter Games	Club Closed Ontario Champs.
Club Closed Ontario Champs.	March Break Seminar	Club Closed	Club Closed	Club Closed	Club Closed	
	Worlds	Worlds	Worlds	Worlds	Worlds	Worlds
Worlds						

April

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Fun Comp					Fun Comp	Fun Comp
Fun Comp					Scarboro Skate	Scarboro Skate
Scarboro Skate						

May

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
High Tests	SFSC AGM	Low Tests		Last Day of Lessons	Carnival Rehearsals Begin	
				No Rehearsals	No Rehearsals	
No Rehearsals			Prod. Rehearsal	Dress Rehearsal	Carnival	Carnival
Club Closed	Club Closed	Club Closed	Club Closed	Club Closed		

Carnival Mission Statement

The following is a suggestion for an appropriate mission statement for Carnival 2007. As a first order of business it would be advisable for the Carnival Committee to review it carefully, make any changes necessary and come to an agreement before proceeding with any further planning.

'The Carnival will provide an opportunity for all members of the Club to experience teamwork, creativity and the joy of skating.'

The following calendar can be used to organize a more specific timeline for your department.

Preliminary Running Order

The following running order is based on registration numbers and session composition from the 2005 show. Expect the running order to change as registrations come in.

First Half: 'School's Out for Summer'

1. **JUNE 30-** Competitive Free Skate and Dancers

Children in school uniforms, bell rings. Music- School's out for Summer

Costume: white shirt, plaid skirt, blue ties, grey pants for boys

2. **SEGUE-** Kids leave except 2 or 3. They sit on the stage with nothing to do. Suddenly a ball rolls out from under the curtain. The school kids pick it up and start to play with it. A kid comes out looking for the ball. The school kids throw it to him. He calls the other on...

PLAY BALL!

Props: Baseball bat

3. **Baseball Team-** Team Scarboro

Costume: red t-shirts with Scarboro logo, jeans, red baseball caps

4. **Hot Dog Vendor-** Soloist. Comes on through the audience, puts his stuff down in the middle of the ice and skates. The baseball team warms up by the curtain.

5. **Baseball Game**

6. **Big Hitter-** Soloist. enters and all the other players gasp.

7. **The Game Continues-** Big Hitter hits one out of the park, lightning and they all run for cover.

A RELAXING AFTERNOON

8. **Clouds:** CanSkate.

Costume: blue leotards with various shades of grey and white skirts etc.

9. **Kites:** CanSkate

kite props

10. **Young Girl (give her a name):** soloist, plays with Raggedy Anne doll then lies down and goes to sleep

11. **Sheep-** CanSkate (very small)

12. **Unicorns-** CanSkate (Pre-school)

13. **Raggedy Anne and Andy Dolls-** CanSkate- (very small) somehow one of the skaters takes the girl's doll and leaves it in the middle of the ice

14. **Girl Wakes Up-** and sees her doll- was it all a dream?

MY SUMMER JOB

15. **Soloist-** tour guide/ waitress/ construction/ usher

16. **Landscapers-** Club Solo Dance Winners (*potted plants, shovels, watering cans*)

17. **Dog Walkers-** Older Juniors

18. **Shaggy Dogs-** arrive with Dog Walkers. They let them off the leash

19. **SEGUE-** A few kids arrive on their way to Wonderland. They pat the dogs as they pass. They do a little something as the Wonderland set is brought out.

WONDERLAND

set includes food stall, games, balloon seller. A sign over the center curtain- 'Welcome to Wonderland'

20. **Kids-** Junior. A few kids go off through the center curtain and more arrive from the sides including those ones.

Costume: plaid shirts, short skirts for girls

21. **Cotton Candy-** Soloist

22. **Carousel Horses-** CanSkate

23. **Kids Again-** Roller Coaster (short number)

24. **They Flirt-** Dance Team

25. **Fireworks-** Free Skate Winners 2006

Costume: black spandex with different coloured stones in various colours in the shape of fireworks. Buy extra fabric so can be added to later

26. **LET'S PARTY!- Special Olympics**

LAKE MUSKOKA

27. **Morning Mist-** Dance Team

28. **Loons-** CanSkate

29. **Gone Fishing-** Canoe (cardboard)- soloist- fishing

30. **Water Skier -** soloist

CAMP SCARBORO

set includes a tent, artificial Christmas trees, (fake) campfire

31. **Camp Leaders-** Coaches (lost in the woods?)

32. **Campers-** go hiking

33. **Bear** (gets into the food)

34. **Stars, Nighfall, Sunset-** CanSkate- camp songs

35. **Campfire-** CanSkate or soloist

36. **Ghost Story-** Dance Team- 'Thriller'

MALL RATS

set includes a clothing rack

37. **The Shoppers-** Gold Test Skaters. The curtain becomes the dressing room and skaters appear in different costumes to a medley of appropriate music

38. **THE MOVIES-** Synchro Team?

(60's) BEACH PARTY

set includes beach umbrellas & chairs, beach balls, coolers

39. **Sun-** soloist

40. **Swimmers-** Junior

Costume; bathing suit with sarong

41. **Lifeguard-** Soloist

42. **Surfers-** CanSkate Boys

Costume: board shorts

43. **Beach Volleyball-** Junior

Costume: Tie Dye T-shirts, bicycle shorts

44. **Dog-** Soloist

45. **Surfer and Surfer Girl-** Dance Team

46. **Beach Party-** all Beach Party Skaters- music, surfboards

FINALE

All first half performers

Second Half: 'Holiday Destinations'

PARIS IN THE SPRING- *set includes café tables and chairs*

All dancers enter slowly and take their place at the table and chairs

1. **Love is in the air-** Dancers
2. **Café scene-** Dancers dress set, waiters serve, one comes out and the others follow
3. **Waiters-** Senior A/B Boys
4. **Artist-** Solo- at easel at the front (have a model as a prop dressed old fashioned but picture is a Picasso
Costume: beret
5. **Artist's Palette-** large frame on the stage or by the stage with skaters posing- covered with a sheet.
Costume: each skater a different colour
6. **Musee D'Orsay-** artist pulls cover off- Degas- have a background behind it?
7. **Soloist-**

NEW YORK, NEW YORK

8. Broadway shows (Rent, Cats, Phantom love scene. Stomp! etc.)
- 9.
- 10.

ANCIENT EGYPT (music and dance rhythms)

11. Sandstorm
12. Hieroglyphs
13. Sphinx
14. Cleopatra & Antony

TOKYO- *set- trees with paper on them*

15. Cherry Blossoms
16. Monkeys- see no evil, hear no evil, speak no evil
17. Kimonos
18. Japanese Animation- Competitive Free Skaters
19. Technology- generic motherboard- silver costumes

GREAT BARRIER REEF

20. Party Kids- Intermediate- Living in a Land Down Under (kids)
21. Crocodile
22. Crocodile Dundee (snakes, crocodiles?)
23. Coral
24. Sharks
25. Scuba Divers
26. Fish

RIO!

27. Macumba- A man appears, then a sorceress appears and casts a spell. Man skates in a trance
28. Samba
29. Carmen Miranda
30. Carnival in Rio

FINALE (latin rhythms)

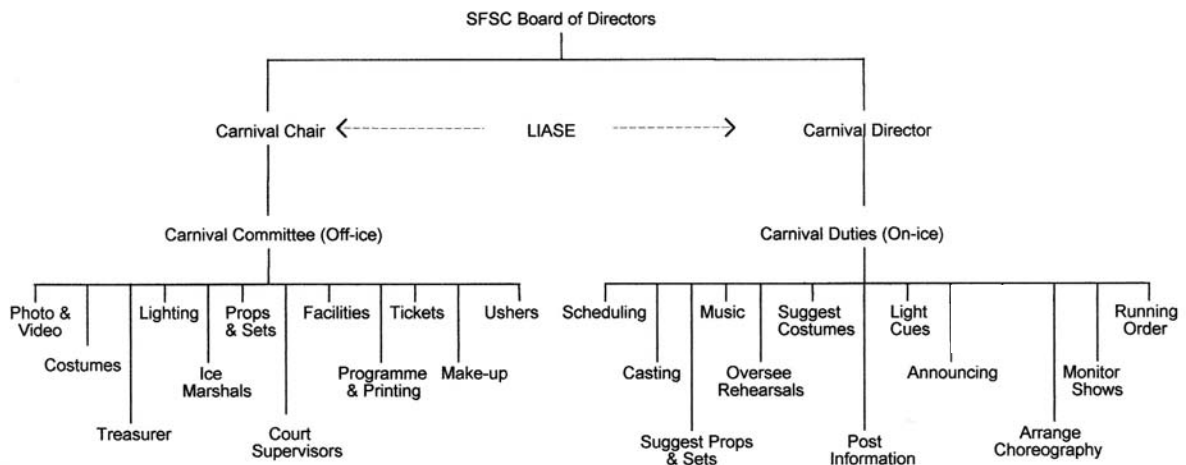
31. All second half performers continuing the Carnival theme.

General Guidelines For Department Heads

Please be sure to fill out your questionnaire during and following the carnival and submit any pieces of paper you collect. Your evaluations will help us produce more efficient carnivals in the future.

- * Keep all information, no matter how trivial, and hand it in to the Carnival Director at the end.
- * Make suggestions, in writing, for cutting corners
- * Submit a list of volunteers from your department to the Carnival Chair
- * Prepare name-tags for the volunteers in your department who will need one for the show. This should be done by May 15. Include name, department and what show(s) the volunteer is working.
- * Prepare a complete orientation for the volunteers in your department.
- * Do a budget for your department
- * Attend Carnival Committee meetings
- * Familiarize yourself with the entire show, not just your department
- * Decide how many volunteers you will need
- * Prepare a timeline and outline specific, individual duties
- * Be responsible for your department
- * Liaise with appropriate members of the Carnival committee and Carnival Director
- * Distribute, fill out your own and collect the other evaluation forms and return them to the Carnival Director

To help you understand to whom you should be directing your questions, the following chart shows the structure of our Carnival.



The following pages give you a summary of the mission statement, duties and responsibilities, in some case a time line and general notes on the departments necessary to develop the show. The Carnival Committee is free to set up different departments as it sees fit- these are simply a guideline. These notes should not be blindly accepted as complete; they are a summary of my experience, Carnival Committee minutes from previous years and the questionnaires volunteer heads fill out at the end of each Carnival. Please look for other things that need to be done.

Carnival Director

Mission Statement: To plan the on-ice performance and provide direction to the Carnival Committee to realize it.

Duties and Responsibilities:

- * Develop the theme and running order
- * Liaise with the Carnival Chair(s)
- * Prepare the casting
- * Provide music for the show
- * Suggest props and sets
- * Design and/or choose costumes in conjunction with the Carnival committee.
- * Arrange for the semi-feature and group numbers to be choreographed.
- * Prepare a rehearsal schedule.
- * Oversee rehearsals.
- * Do the light cues, (try to) call the lights during the shows- this depends on the quality of the headsets
- * Proofread the carnival programme.
- * Post relevant information in a timely manner.
- * Conduct Production and Dress rehearsals.
- * Monitor all the shows.
- * Proofread the Photo Day schedule
- * In general, provide for the smooth running operation of the show.
- * Design the t-shirts in collaboration with the senior skaters, coaches & carnival committee
- * Arrange to have the t-shirts printed
- * Prepare and submit flood schedule
- * Update website
- * Prepare the Carnival binders

Timeline:

August

- * Preliminary Running Order completed

September

- * Carnival brochure, booklet, poster and application form finished
- * some music chosen
- * set up bulletin board
- * hire the sound technician

October

- * prepare videos etc. for Blitz week (same week as parent info week)
- * preliminary costume sketches for new costumes
- * preliminary props list
- * full committee meeting
- * issue Volunteer package
- * submit preliminary budget for consideration
- * reminder to sign up notice
- * set costumes that will definitely be used

November

- * many music selections chosen
- * post registration list- ask for corrections

December

- * rough casting finished

January

- * rough edit of music finished
- * post sign up for new members only
- * final casting to committee

February

- * music finished
- * prepare Coaches' preference form (in by March 4 in 2005)
- * prepare entries and exits

March

- * music to coaches & features
- * proofread Photo Day schedule
- * prepare list of choreographic instructions
- * rehearsal schedule finalized and posted- check spelling, ask coaches for mistakes
- * prepare feature costume suggestions

April

- * submit Message from Carnival Director, About the Show, Running Order for the programme
- * Carnival binders prepared
- * evaluation forms completed and handed out
- * prepare flood schedule

May

- * prepare Feature rehearsal schedule
- * oversee rehearsals
- * prepare Finale calls and choreograph Finale
- * proofread programme
- * post reminder notice that skating finishes May 11

Carnival Director Position Statements

CASTING

The casting should accurately reflect the composition and interests of the members of the Club. This means that both STARSkate and Competitive Stream skaters in all branches should be evident in features, semi-features and group numbers.

Features: Feature numbers will be 1- 2 minutes in length. The Carnival Director will choose the music.

1. 2007 Canadian, Eastern Challenge, Sectional and StarSkate National competitors
2. 2007 Club Competition Winners (excluding Solo Dance)
3. 2007 COS STARSkate Winners

Semi-Features (numbers with approximately 8 or less participants):

1. 2007 Club Competition Solo Dance- 1st and 2nd place winners
2. 2006 Club Competition Free Skate winners
3. Skaters who have passed any complete Gold test as of the February 2007

Semi-feature numbers may not necessarily be performed on clear ice or with separate music; they may be included as part of a group number. Features may be performed in either half- not necessarily in the half that includes members of that session.

Groups:

- * In general, group numbers with more skaters will be longer than group numbers with fewer skaters.
- * The size of the group will be determined by the needs of the number, the availability and size of compatible skaters and, in large part, by the availability of costumes.
- * Groups may or may not be comprised of similar skaters or similar branches of skating such as solo dance etc.
- * No group number will be less than 1 minute and 15 seconds in length.

Guest Performer(s):

Some Carnivals hire a guest skater or skaters. These skaters may be professional or amateur depending on the wealth and philosophy of the club. Good guest performers promote the virtues of skating- a dedication to performance, skill, readiness and enthusiasm. Carnival 2005 did not hire guest performers; we featured our own skaters who had advanced to National level competition. These performers are featured in the programme with individual photos and write-ups.

Carnival Chair

Mission Statement: Provide for the smooth running operation of the show through liaison with the Carnival Director, the Board of Directors and the Carnival Committee and follow up with timely decisions and actions.

Duties & Responsibilities:

- * Liaise with the Carnival Director, the Board of Directors and the Carnival Committee
- * Prepare a Carnival budget and submit to the Treasurer
- * Schedule Carnival meetings and book room if necessary
- * Chair Carnival meetings
- * Provide Carnival Director with a complete cast list ASAP- (usually done by Martha)

THIS IS THE SINGLE MOST IMPORTANT TASK. WITHOUT A COMPLETE AND ACCURATE CAST LIST, NO OTHER DECISIONS CAN BE MADE- COSTUMES, CASTING ETC.

- * Carnival t-shirt sales
- * Arrange for flowers, payment etc. for the guest performers
- * Gifts for Coaches- fruit basket &/or flowers
- * Arrange a get-together (meal) for the volunteers between shows on Saturday
- * Liaise with Carnival Director, Carnival Committee and Board of Directors
- * Ensure Sound Technician, Guest Performer(s), Lighting Crew, Carnival Director are paid
- * Send out invitations to life members, judges(s) etc.
- * Apply for a sanction (in September)
- * Prepare a list of volunteers with their phone numbers and e-mail
- * Assign volunteers
- * (The Carnival Chair usually helps with the Facilities)
- * Help organize the Blitz week in October

Notes:

- * Create a Cast list data base which includes:
 - Name
 - Session
 - Test/Badge Passed
 - Age
 - Gender
 - Telephone Number
 - e-mail if available

Secretary/Communications

Mission Statement: To facilitate the communication of the Carnival Committee, Carnival Director and the skaters and parents through the timely, accurate distribution of relevant information

Duties and Responsibilities:

- * Take minutes at Carnival meetings
- * Type up minutes and distribute to Department Heads
- * Write letters where necessary
- * Prepare a sheet with each skater's rehearsal and show times to be handed out on Photo Day.
- * Get letters from the Premier of Ontario, Mayor of Toronto etc. for the programme
- * Communicate with parents- i.e. arrange for the telephoning of parents for rehearsals and prepare a list of callers, post information when necessary.
- * Liaise with SFSC webmaster to post information of interest to parents, skaters and sponsors in a timely manner.
- * Acquire an appropriate number of name tags for the volunteers
- * Prepare a list of test and competitive qualifications for features and semi-featured performers

Treasurer

Mission Statement: Track the income and expenses of the Carnival

Duties and Responsibilities:

- * Liaise with the Carnival Committee and the Board of Directors
- * Track the income and expenses of the Carnival
- * Issue cheques (?)
- * Handle money from Ticket Sales (?)
- * Review Carnival Budget with the SFSC Board of Directors Treasurer

Costumes

Mission Statement:

- * Use as much of the SFSC inventory as possible.
- * Leave costumes in a good state of repair.
- * Make all new costumes from the highest quality materials possible for the budget.
- * To make all new costumes and alterations with high quality workmanship- no pins or glue
- * To not destroy costumes through alteration.
- * To extend the life and usefulness of all costumes for this and future Carnivals

Duties and Responsibilities:

- * Establish a costume committee with as many volunteer sewers as possible
- * Design in conjunction with the Carnival Director, all necessary costumes
- * Acquire necessary fabric, notions and accessories
- * Measure or get the measurements of all cast members
- * Fit all costumes and make necessary adjustments.
- * Get necessary costumes from the storage space to Dressing Room #3 in the Ice Galaxy by Feb1.
- * Put costumes back on racks after the carnival and return them to Dressing Room #3.
- * Arrange and prepare directions for the changing areas in the auditorium and dressing rooms for the Dress Rehearsal and shows.
- * Prepare costumes and changing areas in the upstairs Galaxy lounge for Photo Day.
- * Wash soiled costumes between performances if necessary in an emergency.
- * Return costumes to the (locked) Dressing Room after Photo Day.
- * Pick-up and return rental costumes where necessary.
- * Iron costumes where necessary.
- * Establish a routine for fitting, labeling and storing costumes (on site).
- * Set up and man an emergency costume station during shows
- * Perform repairs to costumes after each show if necessary
- * Label every costume piece

TimeLine:

October

- * brainstorming
- * establish a costume committee of volunteers
- * discover any shortcuts, special talents or access to services volunteers might have, costume racks or storage boxes, sewing machines, cheap fabrics, etc.)

November

- * receive a list of definite costumes from the Carnival Director.
- * start repairing and altering costumes that will definitely be used, especially little furry ones. These can be taken out of and returned to the storage area as each court is completed.
- * measurement forms completed
- * preliminary costume designs received
- * shop for new fabrics
- * repair and alter existing costumes
- * reserve known rental costumes

December

- * continue repairs, alterations and making new costumes
- * all costume designs finalized

January

- * continue repairs, alterations and making new costumes
- * new members fitted
- * reserve rental costumes (if necessary)
- * bring all costumes to Dressing Room #3 in the Ice Galaxy

February

- * final fitting begins

March

- * fitting completed.
- * ironing done

April

- * Photo Day- costumes completed
- * every costume piece labeled
- * costumes hung on separate hangers with accessories

May

- * emergency repair kit assembled
- * Dress Rehearsal- all costumes taken to appropriate dressing area 2-3 hours before show time.

Volunteer Requirements:

- * 1-3 Head Costume Masters
- * as many sewers as possible- 40+ "Many hands make light work"

Notes:

- * costumes have all been washed but not ironed
- * costumes go back to Dressing Room #3 directly after the last show. They will be sorted and washed and put away properly in June. (This is not the responsibility of the Costume Committee)
- * there is leftover fabric (for certain costumes) to add to some courts
- * save, label properly and store all patterns with the court.
- * save all extra notions and fabrics.
- * At the beginning of January move costumes to dressing room #3 where they will be kept until the show. Always lock the door after you and leave the key in Cheryl Richardson's file in the office.
- * Radical alterations to costume design will require the approval of the Carnival Director.
- * When adding to an existing costume, buy enough fabric and notions to complete the court even if not all costumes are made up that year.
- * Hats must be finished and available for rehearsals
- * When labeling costumes, do not write directly on the costume
- * have a person on site solely responsible for costume and tights repairs- photo day, dress rehearsal and all shows.

Photo Day:

- * any necessary alterations noted and done
- * costumes remain at the building from this point on
- * system in place to ensure all necessary repairs get done.
- * volunteers available to note all necessary alterations.

Costume Department Expectations (From 2003 Costume Chair)

Regarding costumes owned by SFSC:

- * Move costumes from the storage area to the Ice Galaxy
- * Costume fittings at the rink, during skaters' sessions
- * Label costumes with skater's names
- * Wash and iron costumes if necessary
- * Alter costumes as necessary, i.e.:
 - Removing pieces or sequins
 - Adding pieces or sequins
 - Making new pieces to add, e.g., hat, vest, wings

Regarding New Costumes:

- * Cut out costumes
- * Sew costumes and label with skater's names
- * Fit costumes
- * Decorate costumes

Other Responsibilities:

- * Have costumes ready, i.e. have them delivered and set up for each court for:
- * Picture day
- * Dress rehearsal, shows
- * Repair costumes if necessary during show times.

Facilities

Mission Statement: Provide a venue and fixed furnishings for the Carnival

Duties and Responsibilities:

- * arrange with the City to acquire the building, bleachers, auditorium, cherry picker (to hang the curtain)
- * Arrange to have the Auditorium for 4PM Wednesday- it's a lot easier to get volunteers to move costumes on Wednesday night than on Thursday afternoon
- * rent the curtain
- * pick-up and return the curtain
- * get the Centennial center to hang the curtain on Wednesday during the day- the ice needs to be clear for Production Rehearsal at 4 PM
- * acquire black out sheeting and install in the upstairs Galaxy lounge, behind the bleachers and on the glass in the upstairs walkway.
- * acquire clear or black plastic and pin it on the bottom of the curtain so it doesn't get wet.
- * get card- table sized table and chair for the sound technician and place it inside the lighting scaffolding by the stage right curtain.
- * Have building and necessary furniture (table & chairs etc.) available and ready in time for the different departments to get their job done before the skaters arrive.
- * Arrange to have the bleachers put out by 4PM Tuesday May 22, 2007 (usually still out from Scarboro Skate but check)
- * Arrange 20 risers and chairs for upstairs Galaxy lounge (60 chairs?) New risers were made in 2004- where are they now?
- * Arrange chairs, benches and tables for the auditorium
- * Arrange for the snack bar to be open during Production and Dress Rehearsals and the shows
- * Acquire keys for Dressing rooms, meeting room, upstairs snack bar, First Aid, Music room etc.
- * Number the seats in the upstairs Galaxy lounge
- * Arrange to have the outside sign advertise the carnival: Scarboro Ice Carnival, May 25-26, Public Welcome
- * Acquire Dressing Room #3 from January 2007 to store costumes
- * All staging, lighting and sound should be fully functional by 4PM on Thursday May 24 for the Dress Rehearsal
- * Snack bar timing- tell them when intermissions are
- * Rent/acquire the upstairs viewing lounge for Photo Day
- * Arrange for garbage clean up and removal during Carnival week.

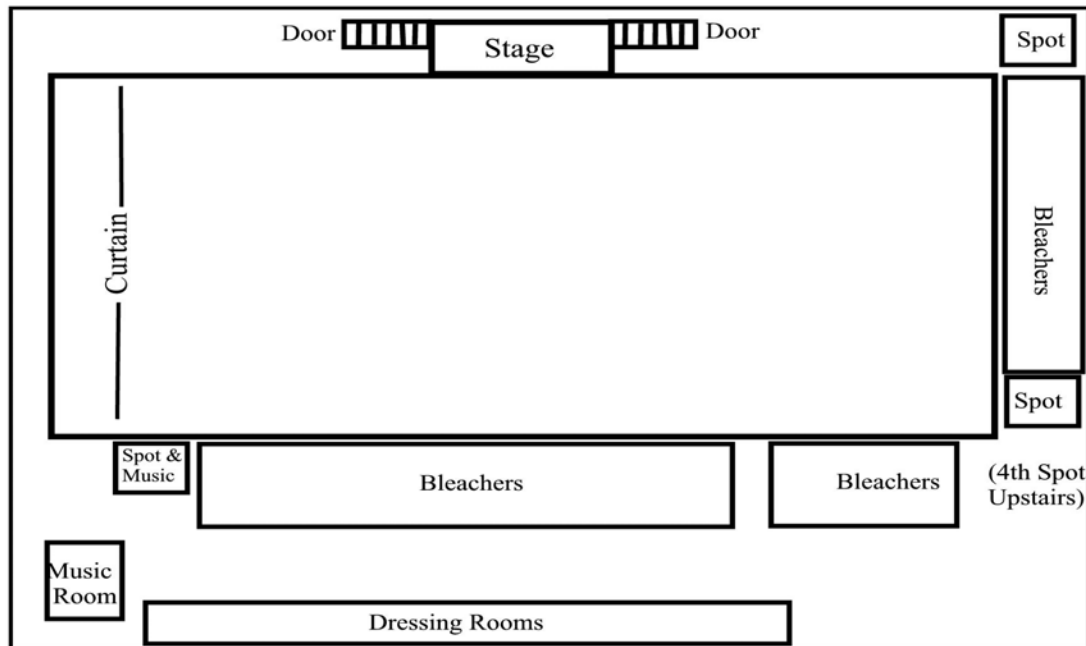
Volunteer Requirements:

- * This position is usually filled by the Carnival Chair
- * 2-3 to affix the black plastic around the building and on the curtain on Production Rehearsal evening

Curtain:

- * Should be rented in the Fall.
- * Rent, pick up and return curtain
- * Type of curtain: Black Stage Drapes- Velour 12' x 100'
- * Curtain to be picked up on Production Day and returned Monday morning. It is in 3 large bags, very heavy, about the size of a laundry bag
- * Should be hung for the Production rehearsal
- * The Centennial staff hangs it and removes it with the cherry picker

The rink staff also places the gels over the overhead lights on the Wednesday (Production Rehearsal)



Notes:

- * black-out plastic should stop 10-15 feet or so from the stage right curtain end.
- * book the building and the auditorium when the ice is booked for the Winter season
- * the auditorium is needed from noon on the day of the Dress rehearsal
- * lots of chairs, tables and costume racks will be needed for the auditorium
- * the building is needed for the entire week of the show (Tuesday to Sunday evening)
- * there is black black-out plastic in the lock-up. If more is needed- Home Depot or Revy. Two large rolls are needed
- * get lots of duct tape
- * black out plastic should be installed in the upstairs area during the Production Rehearsal
- * 2 tables are needed on the landing (before going down the stairs). These should be in place during the Production rehearsal
- * New risers last year- check to make sure they give a good view

Props and Sets

Mission Statement: Provide simple, sturdy, effective props that can be easily disassembled for storage.

Duties and Responsibilities:

- * Get all sets and props finished and to the building for the Production Rehearsal
- * Pull curtains during the show
- * Clear sets as they come off during performances
- * Clear centre entrance and hold curtain open during intermission for the Zamboni to get through.
- * Position sets on stage before each performance and for the second half
- * Attach black plastic to the bottom of each curtain to protect it. (The curtains are never the same length although they are supposed to be).
- * Bring in electric trees for ice level
- * Props returned to the storage area the day after the show. Props person responsible for the transport.
- * Hand-held props need to be available for picture day.

Volunteers needed:

- * 2-3 unless there is a major prop.
- * Same to take props down.

Supplies needed:

- * Staple gun, glue gun, minor tools. Fishing line was helpful, safety pins, duct tape.

Court Supervisors

Mission Statement: To keep skaters safe and assist them to be ready to perform on time.

Duties and Responsibilities:

- * Help skaters to dress, take them to the washroom etc.
- * Walk skaters to the ice surface
- * Take skater's guards off and put them back on when they get off
- * Help keep skaters quiet behind the bleachers
- * Check costumes before and after each show to make sure all the pieces are there and that they are in good condition.
- * Bring costumes in need of repair to the Costume department or do repairs yourself
- * Hang up costumes after each show
- * Arrange tables and chairs in the auditorium for each court
- * Conduct an orientation session with volunteers i.e.:
 - Put skates on "x" minutes before/after show starts
 - Instructions on food, leaving auditorium/ washroom
 - Code of Conduct- esp. name calling to Court Mom.
- * Develop penalties for kids misbehaving and disrupting the Court- post them and/or hand them out to kids and/or parents
- * Phone each skater and remind them of times for Photo Day, rehearsals and show times.
- * Take attendance in Carnival binder
- * Acquire a small, cardboard guard box for each court and label them.
- * Develop a system for handing kids over at intermission
- * Prepare skaters to be picked up at intermission

Volunteer Requirements:

- * At least one for every CanSkate, Junior and Intermediate court plus 2+ door monitors.

Notes:

- * Have an orientation session for Court Moms before the Production Rehearsal or during- possibly during the Photo day
- * Rules and Guidelines should be available to all Court Moms and skaters including costume wearing guidelines so Court Moms know how the costume is meant to be worn
- * Door monitors, not Court Moms, are needed to meet parents at intermission to hand over the kids.
- * Sign out procedure needs to be very clear and posted
- * Court Supervisors need a supply of labels and a sewing kit with appropriate coloured thread and needles
- * The older kids changed in the back room, the younger ones changed in their courts. The older kids sat on chairs, the younger ones sat on benches.
- * 1:5 ratio has been suggested
- * Have security at the door- too many parents dropping by
- * Room needs to be cooler or ventilated
- * Little ones all need to sit down to put their guards on- Court Moms need to be prepared for this
- * Split older girls into groups (8 or less) to decrease inappropriate behaviour
- * Court Supervisors more involved before the show- help set up, know the parts of the costume etc.
- * Assign Court Moms before Picture Day- 2 or 3 for each to cover it
- * Suggested activities to keep children occupied in the auditorium:
 - TV with videos playing
 - Cards
 - Colouring books
 - Simple board games
- * Boys need their own change room
- * Carnival Director will prepare the Carnival binders
- * Court Moms should arrive 1 hr ahead for Photo day, 90 minutes before on the Production rehearsal, 90 minutes before on the Dress rehearsal and an hour before each show
- * put names on chairs and benches in the auditorium
- * recommendation for sign-out- have a sheet with name of child, name of person who picks up, signature, time and phone number

- * Lots of curtains needed for changing.

Backstage and On Stage Rules

- * No gum chewing or eating in costume.
- * No sitting in the audience in costume; a sweater or coat must be worn over top.
- * Skaters may sit in the designated area only.
- * No stepping on the ice to get backstage from the designated area.
- * No one can be on the ice backstage while guest performer(s) are warming up.
- * No costume alteration of any kind without permission.
- * Sweaters must not be left on the scaffolding.
- * Guards must not be left on the carpet at the entrance.
- * Do not enter while the previous skater is taking a bow.
- * Do not just wander off the ice; your performance does not end until you are backstage.
- * Do not peek through the curtains.
- * No goofing around backstage.
- * No profanity!
- * Respect the volunteers.

Tickets

Mission Statement: Make tickets available well in advance and at times that are convenient for the purchaser

Duties and Responsibilities:

- * Design the tickets
- * Develop a ticketing system
- * Prepare special tickets for volunteers and skaters if necessary
- * Be available to sell tickets
- * Post a schedule of when and where tickets can be purchased
- * Get ticket design to Programme & Printing in time to be printed
- * Store ticket proceeds safely

Notes:

- * Tickets need to be printed up to 2 months before the show
- * There were 3 charts of the lounge upstairs- 3 different colours 1 for each show.
- * All ticket need to be numbered and the upstairs lounge reserved ticket marked on the back. Assign people to different days and post the times
- * Tickets need to start selling well before the show- Scarboro Skate?
- * Make sure there are enough people selling tickets.
- * Tickets need to be numbered to keep track of the upstairs reservations
- * Tickets MUST be available for purchase during ALL rehearsals on the weekend before the show.

Ticket types & Prices 2005:

Reserved (Upper Level)

- ❖ One price- \$15.00
- ❖ Maximum seating capacity 180 seats (suggest check sightlines at curtain end)
 - * Number the fixed seats in the upstairs lounge:
 - Fixed Row 1: 1-66,
 - Fixed Row 2: 1-66,
 - Row 3: 1-46 Chairs on the risers
- ❖ Will need seating plan & ticket labels with seat numbers
- ❖ For fixed chair seating plan be sure to mark aisles
- ❖ For chairs on risers can only mark aisles and pillars after set up
- ❖ Hard copy of seating plan template available via Chairperson

General Admission

- ❖ Adults- \$10.00
- ❖ Seniors/children- \$5.00

VIPs

- * The SFSC Board will indicate who complimentary tickets should be set aside for

NOTE: for admission to Dress Rehearsal must have and show ticket to Carnival

Ticket Design

- ❖ It is very important to have sequential serial numbers on tickets to help control receipts/cash.
- ❖ Suggest the following:
 - ❖ Use same tickets for Reserved and General Admission
 - ❖ Use different colours for each performance (3 colours)
 - ❖ If go with weekend pass, use another different colour.

Printing the Tickets

- ❖ Tickets need to be printed a month before the show
- ❖ Suggest using a heavier grade of paper
- ❖ Cost should be in the \$300-\$400 range for 4400 tickets
- ❖ Skater Tickets can be done in-house on the computer

- ❖ You will need reserved seating sticker labels which can also be printed on the computer .

Ticket Sales

Signage:

- ❖ Keep people informed of when and where tickets will be on sale
- ❖ Post the prices and full particulars of skater tickets
- ❖ Indicate that all Reserved sales are final
- ❖ As suggested, post that you must have a Carnival ticket to view Dress Rehearsal

Who

- ❖ You will need a few dedicated volunteers rather than many because you need to keep track of receipts
- ❖ On carnival days you will need a volunteer to sell at the wicket outside the doors.
- ❖ You may also want to have a side table to handle last minute Reserved sales.
- ❖ The SFSC office- make sure Reserved charts are available
- ❖ The Rec Office- general admission tickets only

When

- ❖ Selling on Picture Day is an absolute must- over 70% of all reserved sales were made that day
- ❖ When the office is open- sell, sell, sell
- ❖ Three weeks before
 - On weekends during CanSkate
 - During the week as available
- ❖ At all major rehearsal times (CanSKate, Production, Dress)
- ❖ For Carnival performances we had two tables, one for reserved and one for general admissions (the wicket)

Recording Ticket Sales

- ❖ SFSC will accept cash, cheques (with phone number) and VISA (with phone number)
- ❖ Make sure you have enough cash for change particularly for carnival performance (about \$125 per show)
- ❖ It's a good idea to record the sales per the attached hard copy
- ❖ Do record 'receivable' for people who forget/do not have cash on hand- it's good customer service!
- ❖ Skater ticket sales are marked off against a list of skaters in each carnival number


Customer Service Issues in 2003

- ❖ Be prepared to deal courteously with:
 - Exchanges on reserved seating (it happens)
 - Holding tickets
 - Refunds

Here are some samples of tickets:

		The "Celebration" Show		
		May 25 th , 26 th , 27 th , 2001		
		ICE LEVEL		UPPER
		Adult	Sr/Child	
		\$8.00	\$6.00	\$10.00
Friday	25 th	7:00	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	26 th	2:00	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	26 th	7:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sunday	27 th	2:00	<input type="checkbox"/>	<input type="checkbox"/>

Scarboro Figure Skating Club, 1967 Ellesmere Rd., Ph: (416) 438-9508

<i>Scarboro Figure Skating Club Presents...</i>		<i>2:00 PM Saturday, May 28, 2005</i>	0738
	ICE LEVEL (General Admission)		UPPER (Reserved Seating)
	Adult	Senior (65 +) or Child (12 and under)	All
	\$10.00	\$5.00	\$15.00
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1967 Ellesmere Rd., Scarborough, Ontario Tel: (416) 438-9508			

Advertising and Promotion

Mission Statement: Raise the awareness of the Carnival within the community with a view to increasing ticket sales, advertising revenue and sponsorship.

Duties and Responsibilities:

- * Update media list (old list provided)
- * Acquire advertising for the programme
- * Promote the Carnival through advertising.
- * Hang posters in Ice Galaxy are, bulletin boards, Laundromats, grocery and other stores, lamp posts
- * seek media outlets- CITY TV etc., radio, Bluff Monitor, internet
- * ensure the sign out the front of the building advertises the show and is accurate
- * Look for a sponsor for the programme
- * Relay all advertising to the Programme head in plenty of time for it to be fitted into the programme

Notes:

- * Breakfast Television or local television spot (Dress Rehearsal)

Programmes and Printing

Mission Statement: Provide an accurate, attractive and affordable record of the Carnival.

Duties and Responsibilities:

- * Arrange for programme sales
- * Price advertising space
- * Position ads in the programme
- * Design programme.
- * Get the tickets printed
- * Look for a sponsor for the programme.
- * Set a price for the programme

Notes:

- * The programme should include:
 - coach well wishes
 - pictures of courts
 - complete & accurate list of ALL volunteers
 - letter from the Mayor
 - letter from SFSC President
 - letter from Carnival Director
 - advertising
 - complete and accurate running order
 - picture and bio of the featured skater(s)
 - summary of the show
 - running order
- * Colour on the front page if possible
- * Coaches names should appear somewhere for choreography and Coaches number
- * Credit Sound Technician
- * Recognize the printer in the programme
- * The running order should appear on the two centre pages
- * 600 programmes ordered in 2001. Could probably have done with less.
- * Programmes need to be printed two weeks before the show if possible.
- * Suggest using sheet protectors in a binder to arrange a working order of the programme

PROGRAMME MUST BE PROOFREAD BY CARNIVAL DIRECTOR BEFORE PRINTING!

Lighting

Mission Statement: Provide amateur and/or professional, reasonably priced lighting that will adequately light the ice surface

Duties and Responsibilities:

- * Arrange for a lighting crew- 4-5 guys, 4 spots
- * Make sure lighting crew brings walkie talkies- one for each spot, one for the music room and one for Cheryl
- * Get the gels and check for damage- order more if necessary.
- * Get the orange clips, count and buy more if necessary. It takes 3-4 for each light.
- * Arrange to have the Recreation Centre clip on the gel covers and tape using the cherry picker.

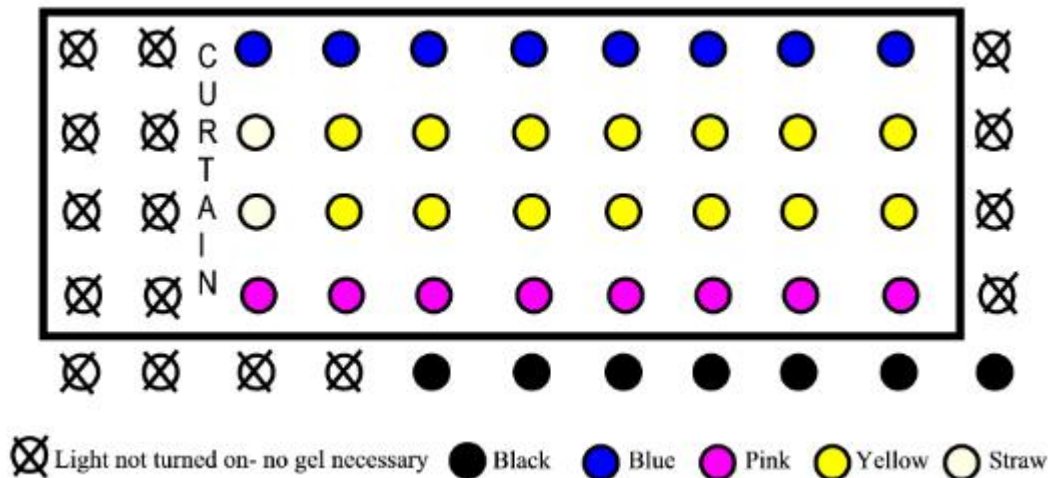
Perimeter Lighting:

- * Perimeter lighting should go up during the Production rehearsal

White Trees:

- * Are stored in the Costume Storage area of the Recreation Centre. They should be brought in for the Production Rehearsal. The electrical cords must not rest on the ice.
- * Put plastic drop sheet down if the trees are on the ice- (heavier quality Home Hardware). Split 8 x 12 sheet in half so there is a thick layer of plastic. Six small extension cords- 2 trees per cord. Used green Christmas outdoor cords (need to be bought)

The following is a diagram of the placement of the coloured gels in 2005. New yellow and pink gels are needed this year. The old ones are worn out- (the colour has been bleached out of them). Cheryl knows what specific colours to order.



Make Up

Mission Statement: Make up skaters faces in character with their role but in a manner that allows their faces to be recognized

Duties and Responsibilities:

- * Arrive 90 minutes before
- * Apply make-up to all CanSkaters and Juniors. Kids have been asked to come with their own lipstick on and the tube for touch-ups.
- * Decide how much make-up will be needed
- * Purchase make-up and other necessary supplies
- * Set up station(s) in the auditorium
- * compile a binder of make-up diagrams for each CanSkate, Junior and Intermediate court with instructions for application
- * Be aware of allergies etc.
- * Develop a make-up policy for skaters form Senior B
- * Look for donors
- * will need 3 make up tables, 4 chairs for lipstick and 20 chairs for face painting

Notes:

- * Make- up applied to CanSkate and Juniors
- * No face paint for Photo Day
- * \$100 budget in 2005- recommend \$100 in 2007
- * Make-up disappears! Divide it into 5 shows (inc. Dress Rehearsal) and hide the rest.
- * Have the Court Supervisors put the make-up on ?
- * Use a separate applicator for each skater
- * Need to set up at least two hours before show time on Dress rehearsal
- * put makeup on skaters in the order in which they perform
- * In 2005:
 - bought and used 6 Pink lipsticks
 - bought and used 7 red lipsticks
 - Hair glitter
 - no Eye shadow- used Kryolan face paint- green, purple, blue, gold, pink, white, yellow, turquoise
 - 3 boxes of Kleenex
 - 1 box of baby wipes
 - 1 bag of Q-tips
 - 1 bag of triangular sponges
 - 2 large antibacterial hand sanitizer
 - bought 8 x #7 and 5 x #6 brushes. Will not need to buy brushes this year

Announcer

- * Separate announcer is not necessary- The sound technician can do the announcements at intermission and before and after the show. The rest is on tape.

Photo And Video

Mission Statement: Provide and opportunity for skaters to purchase a high quality record of their participation in Carnival 2005.

Duties and Responsibilities:

- * Hire Video service
- * Hire a photographer
- * Set Photo Day- April 5 in 2003- could be later to allow more time to make costumes (always needed) perhaps April 29 (the week after Scarboro Skate) make sure it is not the same day as Test Day
- * Develop and implement a system for photos and videos to be sold
- * Help run Photo Day

Notes:

- * during Blitz week in October, provide a TV, VCR and manpower for the Carnival table

Ice Marshals

Mission Statement: Ensure skaters are in the right place at the right time.

Duties and Responsibilities:

- * Help kids on and off the ice (take off guards, help little ones step down, etc.)
- * Keep kids quiet behind the bleachers
- * Have kids lined up in the correct order, ready to go on
- * Develop a system (runners?) to get kids to and from the auditorium and the ice surface on time.

Ushers

Mission Statement: Control the flow of audience traffic in and out of the building

Duties and Responsibilities:

- * Act as guards at the entrances
- * Check tickets
- * Provide seating information
- * Advise members of the seating rules