

# FESTIVAL OF TREES

## 2018 South Stage Entertainment Policies and Procedures

The following policies and procedures will provide guests at the Festival of Trees appropriate entertainment and ensure each performance group has adequate time on stage. Your group may not be allowed to perform if these important requirements are not met.

Because of the large number of groups who desire to perform at Festival of Trees, close attention to the policies and procedures will determine which groups will be invited to perform in the future. Those who follow the policies will be invited to participate again next year.

Please initial next to each item to signify that you have read and understand the policy and agree to comply with it. Thank you in advance for your participation, cooperation, and support.

\_\_\_\_\_ **PERFORMANCE TIME**

In order to give as many groups as possible an opportunity to participate, each performance time is limited to 30 minutes. This includes any setup and takedown for the performance. Staying on a strict schedule is critical. Therefore, if you exceed your time limit you will be asked to end your performance prior to completion. There will be no exceptions. South Stage performers will enter from stage right but may exit stage left.

\_\_\_\_\_ **PARKING**

Plan adequate time for parking. Buses must park behind the dock on the east side of the Mountain America Expo Center. Bus drivers will need to purchase an admission ticket to enter. Please inform parents and guests the importance of planning enough time to park, locate the check-in area for their child, and identifying in advance the location of the performance area.

\_\_\_\_\_ **CHAPERONES**

Directors must plan an appropriate number of chaperones to assist during your performance. You will be allowed one chaperone for every 15 performers or one chaperone for every ten performers if children are under the age of six.

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Please choose reliable adults and make them aware of their responsibilities prior to arriving at Festival of Trees. This will help maintain a calm and organized environment for your group.

Chaperones are required to stay with the group for the entire time, including backstage during the performance. Chaperones whose names are listed on the registration form will receive a hand stamp that allows them to enter the exhibit hall with the performers. Upon check-in you will receive one pass per chaperone that will allow access to the dressing room and backstage. All passes must be returned upon check-out.

Directors must check in at the sound booth no later than 10 minutes prior to assigned performance time for your music and microphone set up. Assign someone to stay at the sound booth to help with music instruction. Directors must check out with an entertainment hostess within 15 minutes following the performance.

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#### **PARENT PICK UP**

Parents are not allowed in the dressing room or backstage unless they have a Chaperone Pass. Parents should drop children off at the dressing room door. Parents are required to meet their children at the assigned dressing room immediately following the performance.

For the safety and security of children, parents are not allowed to take their children from the stage area. **There will be no exceptions.** This will also help ensure adequate performance time for the next group. Please educate parents about this policy so there is no confusion at the performance. They should obtain a hand stamp upon exiting the main doors if they wish to return to the event.

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#### **COSTUMES**

The Festival of Trees features family entertainment and we do not want to offend our guests with inappropriate costumes or suggestive dance movements. Therefore, groups with bare midriffs, see-through fabrics, low-cut tops, and suggestive dance movements will not be allowed to perform.

In order to maintain the highest level of safety and modesty for our performers, only one costume change will be allowed. Changes must be made within the curtained area provided backstage. If costume change is required, a body leotard must be worn at all times.

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#### **MUSIC**

In order to maintain the festive holiday spirit people visit Festival of Trees to enjoy, we require that the music included in performances is entirely comprised of Christmas/holiday music. No exceptions, please.

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**SOUND SYSTEM**

Our Festival of Trees sound system is state-of-the-art and is operated by highly qualified professionals. Please bring a CD or iPod of your music. It must be a CDR or professional, finalized CD. We recommend bringing two forms of music. We cannot accommodate CDRW's or cassettes.

You will not be allowed to bring your own sound equipment. Music stands are not available. Directors must bring music to the sound booth at least 10 minutes prior to performance time. Please assign someone to remain at sound booth to help with music instruction.

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**CHECK-IN LOCATIONS**

The South Stage Check-in is located at the south end of the Mountain America Expo lobby in front of Room 200. Directors should be the first to arrive and check in 30 minutes prior to performance time. Directors must be the last to leave the dressing room prior to checking out with an Entertainment Host.

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**TICKETS**

In appreciation of your performance, the director, chaperones on the list, and performers will receive a hand stamp allowing them to visit the Festival as our guests. All others accompanying the group must purchase a ticket in order to see the performance. To avoid long lines and ensure that parents do not miss their children's performances, pre-purchasing tickets is recommended. Discount tickets are available on our website prior to Thanksgiving. Full price tickets are available online or on site.

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**PROFESSIONALISM**

Please be courteous and respectful to other performing groups and our volunteers. Make your group aware that they will need to be orderly and quiet while entering and exiting the exhibit hall and while waiting back stage for their performance. Please be mindful that Festival of Trees is staffed entirely by volunteers.

I understand that it is the responsibility of the director to inform performers and parents of these guidelines. I have read and agree to comply with this policy.

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Director

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Date

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Performing Group Name

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## 2018 Entertainment Chaperones

Directors must plan an appropriate number of chaperones to assist during your performance. You are allowed:

- **1 chaperone per 15 performers age 6+**
- **1 chaperone per 10 performers under the age of 6**

Please choose reliable adults and make them aware of their responsibilities prior to arriving at Festival of Trees. This will help maintain a calm and organized environment for your group.

Chaperones are required to stay with the group for the entire time, including backstage during the performance. Chaperones whose names are listed on this form will receive a hand stamp that allows them to enter the exhibit hall with the performers. Upon check-in you will receive one pass per chaperone that will allow access to the dressing room and backstage. All passes must be returned upon check-out.

Directors must check in at the sound booth no later than 10 minutes prior to assigned performance time for your music and microphone set up. Assign someone to stay at the sound booth to help with music instruction. Directors must check out with an entertainment hostess within 15 minutes following the performance.

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## 2018 South Stage Set Up and Sound Booth

**Music can be provided on:** CD IPOD Piano

The South Stage is made of fiberglass flooring. It is equipped with chorale risers that cannot be moved, a grand piano, and eight standing microphones.

**Microphones are available for your use.**



