

Dear Parents / Skaters

DICK WHITTINGTON 2013

Registration of children

All children who require a performance licence **must** present themselves to the registration officer both on arriving and leaving at desk at the **back stage fire exit to the far right of the AV room**. They **do not use the main entrance to the ice rink** and parents must ensure that they leave a contactable telephone number each day for their child. There are no exceptions to this arrangement. A small area will be cordoned off in the car park opposite the fire exit for parking for parents who are dropping off and collecting children.

All children who require a performance licence will be chaperoned and parents are requested to encourage their children to behave sensibly and to follow the instructions of their chaperone. Throughout all performances we must follow the rules and guidelines issued by the council and this means that the children's freedom of the rink will be severely restricted. If a child misbehaves repeatedly then parents will be contacted and the child asked to leave the panto.

Arrival time

All skaters in Scene 1 must arrive at least an hour beforehand. If you are applying your own make up (see below, then you may arrive in costume and with make-up already applied).

****ALL CAST in ACT 1 MUST BE SIGNED IN AND READY TO SKATE 30 MINUTES PRIOR TO START OF SHOW.****

Collection

Parents are to **wait by the registration desk** for their child's name to be called at which point the children will be signed out and handed over to the parent. If **someone else other than the parent** is collecting a child written notification of this arrangement must be given at registration on arrival.

We have been advised by the Education Welfare office that if a child is not collected by 30 minutes of the end of the performance we have to contact social services so please don't be late!

Please see arrival times below which are dictated by make-up requirements. At the moment we are unsure of the finish time and request that you check with registration what time the show is likely to finish that day.

*In an emergency please contact chaperone co-ordinator **Lesley Brenikov on 07711 709878***

Security

Security will be posted at the entrance to the cast changing rooms and no one other than the cast and chaperones are allowed entry. The children will be allowed to skate around the ice for approximately 10 minutes after each performance providing an opportunity for family and friends photographs after which time the children will change and leave the rink. Please do not ask for children to be brought to the changing room doors for photos etc as this will delay everyone getting home and is a safety risk for your children.

Official Photographs

Official photographs will be taken after the Thursday matinee performance, these take approximately one hour and chaperones will be responsible for the children during this time. We request that parents do not arrive to collect their children until the given times to avoid distractions and delaying the procedure.

Each cast member will receive a group photo free of charge courtesy of the rink and would all cast and parents please note that **no other photographs are allowed to be taken on ice during the official photographic session.**

Videeing is allowed during the performances and there will be a registration list to sign for those parents wishing to video their own child. Still photography is also permitted but no flash photography as this is dangerous for the skaters. A DVD of the panto will be available to order. Details to follow.

Food and Drink for cast members

There will be access to water throughout the performances however the vending machines in the cast changing rooms will not be available so parents are advised to provide their children with nutritious snacks along with extra drinks if required during the performance. Please no fizzy drinks and we request that sugary items are restricted as the younger children do become very excited and boisterous which is made worse by the consumption of sugary foods!

Saturday and Sunday performances

The children remain at the rink between the two performances, supervised by their chaperones and a hot meal or a packed lunch with soup and drinks will be provided which will be eaten upstairs in the bar area. **Could you please confirm your requirement for food by adding your child's name to the list being held at main reception – by Tuesday 10th.**

Please note takeaway food is not permitted to be brought in and eaten on rink premises.

Changing rooms

AV SIDE

- **Sweets and Penguins 12+ and Townsfolk 14 – 16yrs** - hockey changing room to the left of AV room
- **Sweets & Penguins aged: 7-11 yrs** - right hand side of AV room (nearest female toilets).
- **Adults and Townsfolk post 16 girls** - Family Bar upstairs above AV room.

CAFETERIA SIDE

- **Boys – Principals and all groups** - – Boot Room
- **Fairy/Pixies helpers, Reindeers, Sea Creatures etc** – Boot Room
- **Cats/Rats/Dancers & Beth Armitage** – right hand side hockey changing room
- **Post 16 girls both groups and Principals (also post 16 townfolk if they prefer)** – left hand side hockey changing room next to Make up room
- **Patrick Sharpe, Jacob Payne & James Smith** - Cafeteria Side – Referee Room

Make-up

Unfortunately the make-up team cannot make up the whole cast so we do rely on you to follow our guidelines and in a lot of cases do your own. We also cannot provide tissues, facial wipes, safety pins, hair grips, hair bands etc, so please make sure you have checked and packed what you will need. Every cast member should bring a brush, comb, flannel (make up is removed best with warm water) or facial wipes and a hand towel.

Please do **not** wear mascara as this shadows the eyes and the make-up team find it very hard to put foundation on around it. Please remember that your make up should be much more over the top for the ice otherwise you will look very pale and washed out. So go for a darker foundation, black eyeliner, brighter eye shadow (bright blue/purple is excellent) vibrant lip colours and blushers where asked for.

Having been to make-up please **do not** alter or remove the make-up. There will be insufficient time to do everyone's make-up twice.

Please ensure your child has a zip up top or button up cardigan or similar to slip over costume when waiting to go on and while watching the show. This means hair and make-up are not ruined and the children do not get cold.

ARRIVAL TIME TO MAKE-UP

It would be appreciated if you could report promptly to make up as indicated below.

1.30 mins BEFORE THE PERFORMANCE:

Principles and groups listed below: Moisturiser ready for make-up.

- King Rat
- Spice Rats
- Band of Rats
- Fairy Bowbells

1 HOUR BEFORE THE PERFORMANCE:

Principles and groups listed below: Moisturiser ready for make-up.

- Sara the Cook
- Tommy
- Cats

30 mins BEFORE THE PERFORMANCE:

Principles and groups listed below: Moisturiser ready for make-up.

- Alderman
- Captain
- Mate

The following cast members need to have:

PRINCIPALS

Dick –Foundation and eye liner

Alice - Make up - Classic make up, black eyeliner; Use a darker foundation than you would normally. Hair loose down back.

Fairy – Classic make up, sparkly eye shadow, black eyeliner; Use a darker foundation than you would normally. Hair loose down back – glitter in hair

Alderman – Dark foundation, age lines

Captain - Dark foundation, stubble, moustache

Mate - Dark foundation, stubble, moustache

Idle Jack - Hair: French plait, Make up - Classic make up (come to make up if not sure on putting on eyeliner) Use a darker foundation than you would normally

Santa - White eyebrows, beard glued on, and rosy red cheeks

Chief Elf - rosy red cheeks

Cats: - Hair – 2 x High bunches (backcombed so wild looking) or high ponytail with hair band with ears clipped in

Rats: Hair – French plait or low pony tail with hair band with ears clipped in

Posh, ginger and Scary Spice –all in wigs; ensure these are clipped firmly into place with no hair showing

Baby spice – hair as loose and full (backcombed as possible)

Sporty spice – 2 high pony tails with ears fixed into place

DURING INTERVAL

King Rat, all rats and Sara the Cook for re application

During ACT 2 Scene 1

- **Santa**
- **Chief elf**
- **2 x elf guards**

THOSE APPLYING THEIR OWN MAKE UP

Sweets & Penguins

Hair - Long hair in a bun, all fringes clipped back.

Make up -Classic make up, Use a darker foundation than you would normally

Victorian Children

Make-Up - Natural make-up done by skater – use slightly darker eyes and lipstick than normal, use eyeliner and mascara (girls only!)

Hair - Loose down back, clipped at sides.

TOWNSFOLK

Make-Up - Darker than normal foundation, neutral lipstick, eye shadow in blue or purple, eyeliner top and bottom, blusher

Hair - Ponytails, fringes clipped back, head scarves clipped in place (as appropriate).

Townfolk small group

Make-Up - Darker than normal foundation, neutral lipstick, eye shadow in blue or purple, eyeliner top and bottom, blusher.

Hair - Ponytails, fringes clipped back, head scarves clipped in place (as appropriate).

SAILORS

Make-Up - Slightly darker than normal foundation, neutral lipstick, eye shadow in brown or purple, eyeliner and blusher to make rosy cheeks.

Hair - Long hair in plait or French-plait, all fringes clipped back.

SEA CREATURES

Make-Up - Neutral make-up applied by skater

Hair - Clipped out of sight under headdresses.

Jelly Fish

Make-Up - Neutral make-up applied by skater.

Hair - Off face and as per other routine.

Fairy/Pixies

Make-Up- Normal foundation, pink lipstick, glitter eye-shadow.

Hair - Hair loose at back with sides and front taken into a half pony-tail. Clip all bits that do not reach the pony-tail. Glitter hairspray (provided by the skaters) can be used.

Reindeers

Make-Up - Darker than normal foundation, neutral lipstick, rosy cheeks, eyeliner top and bottom of eye.

Hair - Hair in plait or French-plait, fringes clipped back out of sight.

Alice's friends

Make-Up - Classic make-up – done by skater, please use darker foundation than normal.

Hair - In buns please – please provide a ribbon to match your dress and clip it in place.

Ice Dancers

Make-Up - Classic make-up – done by skater, please use darker foundation than normal.

Hair (girls) - Hair loose and long at the back, with the side taken back to a half ponytail. Please clip back any fringes.

Please can you make sure that you moisturise your face well before you put your foundation on and if you are coming to the makeup team.

All cast members will be required to be made up. Please remember to leave all jewellery at home no earrings unless part of costume, watches, necklaces etc

All hair and make-up to be checked by your chaperone before you skate.

Costume –for a reminder of costume requirements –please see the website

All skaters are required to be in full costume on the ice, failure to wear your costume may lead to the skater not being able to participate in the scene. Please be aware you are responsible for your costume backstage - please take care to store accessories in a named bag to avoid loss or confusion.

Please ensure your underwear is appropriate - no visible bra straps, dark socks or dark underwear under pale costumes. All tights are flesh coloured in the boot unless your group has been specifically told otherwise (for example guards are in black tights) please ensure you have enough pairs available to get through all the performances.

You will need to hand in your costume for washing after the last performance - so please remember to bring a change of clothing to go home in on Sunday.

Please label your child's costumes and keep in named bag at all times, as they have a habit of getting lost and we cannot provide replacements!

Sunday After Show Party

There will be an after show party in Honies following the last performance on Sunday evening – soft drinks and food will be provided.

SNOW!

This year we will have snow falling at the finale. Please make sure you wipe your blades thoroughly after each performance to take this residue off. This will be very light snow and is not expected to cause any damage to costume or skates/blades.

AND FINALLY!!

Please remember that all costume items need to be handed in at the end of the final show on Sunday (bags are provided in each changing room) so please remember to bring a change of clothing for the after show party and travelling home in.

Here is looking forward to a great run of shows!

Yours sincerely

Jacqui Adams
Panto Director

James Plumer
Rink Manager