

Dear Parents

SNOW WHITE 2014

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. **If you have not already filled out the form at reception then you will have been allocated 'pasta' for your meal.**

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

Changing rooms

AV SIDE

- **Townfolk 14 – 16yrs** - hockey changing room to the left of AV room
- **Presents/Diamonds** right hand side of AV room (nearest female toilets).
- **Adults and Townfolk post 16 girls/boys** - Family Bar upstairs above AV room.

CAFETERIA SIDE

- **Boys – All groups** -- Boot Room
- **Forest Animals and Mirror Friends** – Boot Room
- **Palace Staff and Principal Girls** – right hand side hockey changing room
- **Dwarfs** left hand side hockey changing room next to Make up room
- **Post 16 Girls** 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.

- Queen Ivy
- Nightshade
- Hemlock
- Sara the Cook

1 HOUR BEFORE THE PERFORMANCE:

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

- Snow White
- Magic mirror
- Christopher Peacock
- Mr Hucker

30 mins BEFORE THE PERFORMANCE:

Principles listed below: Moisturiser ready for make-up.

- Sneezy
- Drew
- Silly Billy
- Prince

The following cast members need to have:

PRINCIPALS

Snow White - black wig or put up in bob and blackened. Make up - Classic make up, black eyeliner; Use a darker foundation than you would normally.

Sarah The Cook – wig to be secured

The Wicked Queen Ivy –hair up

Nightshade - hair down and backcombed and messy

Hemlock – hair down and backcombed and messy!

Mr Hucker - hair in French plait. Foundation and eye liner

The Fairy / Magic Mirror – hair down and curled, tiara secured. Classic make up, sparkly eye shadow, black eyeliner; Use a darker foundation than you would normally. Glitter in hair

Christopher Peacock – French plait, Dark Foundation and eye liner

Prince –Foundation and eye liner

Silly Billy - Foundation and eye liner

Drew - Dark foundation, stubble, moustache

Dwarves - White eyebrows and rosy red cheeks Hair: Bun at top of head and under hat which should be secured on. Beard sitting under chin.

SARGE – the Dwarf – NO BEARD. To have make up as above and wire rimmed glasses painted on face.

DURING ACT 1

All dwarves with exception of Sneezy.

DURING INTERVAL

Sara the Cook for re application

AFTER ROUTINE IN Act 1 - GHOULS

Make-Up

You should bring make up wipes (not baby wipes as too harsh) and apply a good moisturiser –remove ALL your make up from act 1 and report to make up as soon as you have skated in Act 1.

Hair

Your hair should be loose, severely backcombed with lots of hairspray and white powder through it – go to hair to have this done for you as soon as you have skated in Act 1

THOSE APPLYING THEIR OWN MAKE UP

Forest Animals

Make-Up

Natural make-up done by skater with darker than normal foundation (otherwise you will look very pale on the ice) : foxes rabbits and mice should attend make up for whiskers

Hair

Please ensure hair is two high buns one over each ear

Cooks / Maids

Make-Up

Natural make-up done by skater. Darker than normal foundation (otherwise you will look very pale on the ice)

Hair

Long hair in a bun, all fringes clipped back.

Presents

Make-Up

Natural make-up done by skater. Darker than normal foundation (otherwise you will look very pale on the ice)

Hair

Please ensure hair is up in a neat bun and fringes clipped off faces

Townfolk

Make-Up

Make-up done by skater. Darker than normal foundation, Basic with strong lipstick colour

Hair

Please tie your hair in a pony tail and provide a ribbon

Townfolk – small group

Make-Up

Darker than normal foundation, red lip stick, Make-up done by skater

Hair

Please tie your hair in a pony tail and provide a ribbon

Fairy Mirror Friends

Make-Up

Darker than normal foundation (otherwise you will look very pale on the ice) pink lipstick, glitter eye-shadow. Make-up applied by skater.

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.

Diamonds

Please wear White tights as per the presents

Make-Up

Darker than normal foundation (otherwise you will look very pale on the ice) pink lipstick, glitter eye-shadow. Make-up applied by skater.

Hair

Hair should be in a neat bun

Please clip the tiaras in place

Glitter hairspray (provided by the skaters) can be used.

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 please ensure you have enough pairs available to get through all the performances.

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!

We will again this year 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. If you suffer from asthma or any respiratory condition then please avoid skating directly under the snow.

AND FINALLY!!

The date for return of washed Panto costumes is **Thursday 18th December, 5pm - 7pm**. The collection will take place in the Family Bar. You are expected to return your complete costume in a clean condition; your returned items will be checked against your costume issuing form. If items have been lost or broken, you will be charged the cost of replacing them; please note we are aware of the 'less than brand-new' condition of some of the items and this will be accounted for so please do not worry. The general advice for washing costumes is hand-wash at a cool temperature and do not tumble dry.

This date is also the club Christmas party, 5-6pm on ice and 6-7pm party games in Honies.

If you are unable to attend on this evening please contact armitage.joanne@gmail.com so we are aware that you will not return your costume on that evening and can make arrangements for you to bring it in to one of the wardrobe helpers. **Please note under no circumstances should any costume be left in the pod or handed in at reception.**

Here is looking forward to a great run of shows!

Yours sincerely

Jacqui Adams
Panto Director

James Plumer
Rink Manager