

Dear Parents

## **SLEEPING BEAUTY 2016**

### **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**. Children **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 Act 1 - 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 and designated child welfare person  
**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.

## ICE PROTOCOL

**Please remember you must not enter or leave the ice on the AV side entrance – this entrance is used SOLELY for scenery change during the show – scenery moves very fast and you may be injured.**

**Also back stage warm up ice is ONLY to be used for Principal skaters. Your chaperone and show callers will inform you when it is time to enter the ice. There is NO exception to this rule, if you feel that you need to stretch, warm up you should ask your chaperone and do this off-ice.**

### 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 only be provided if you have completed the form at reception. This meal will be eaten upstairs in the bar area. **If you have not already filled out the form at reception then you will not have a meal pre booked and you will need to ensure that you have brought a packed lunch, which may be eaten with the other skaters.**

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

### Changing rooms

#### AV SIDE

- **Thorns(10)/Villagers (4)/Toys(8)** hockey changing room to the left of AV room
- **Toys(22)** right hand side of AV room (nearest female toilets).
- **Adults and post 16 girls and post 16 boys from Villagers, Thorns and Roses** - Family Bar upstairs above AV room.

## CAFETERIA SIDE

- **Boys – All groups** – left-hand changing room next to make up room
- **Dragons** – Boot room
- **Guards** – Boot Room
- **Frogs, Fairies & Imps** – Boot Room
- **Roses** – Boot Room
- **Principal Girl Ref's room**
- **Post 16 Principal, Dragon, Fairies & Roses** – right-hand side hockey changing room (can also use Family Bar instead if preferred)

## 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.

*We use hypo allergenic make up - if you have a skin problem which means you cannot use our make up – please let the Director know ASAP.*

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.

**TOYS NB: A member of the make up team will attend to TOYS in the TOY changing room**

<b>Blocks</b>	Long hair in bun or French plait - no make up required
<b>Bears</b>	Please wear hood up and secure it up if needed. No makeup required.
<b>Soldiers</b>	Camouflage make up
<b>Rag dolls</b>	Hair in 2 high pony tails with ribbons. Make up – rosy cheeks, red lips and freckles.

- **3 X GOOD FAIRIES** – Hair: half up/half down and curled. Classic make up, sparkly eye shadow, black eyeliner; plus sparky false eyelashes. Use a darker foundation than you would normally. Glitter in hair ++

- **CHESTER** – Jester make up. Hair 2 high buns under hat or French plait down middle of back.
- **WICKED FAIRY - SECURE HEAD PIECE**– Cruella type make up
- **FANNY**- Wig to be secured – full over the top dame make up
- **RUMPLE** -Secure hat in place

### **1 HOUR BEFORE THE PERFORMANCE:**

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

#### **Fairies/Frogs**

**Hair** In buns – headdress to be well secured  
**Make up** Please arrive with foundation applied (2 tones darker than normal).

#### **DRAGONS**

**Hair** Long hair please put up hair in French plait down centre of back  
**Make up** Please arrive with foundation applied (2 tones darker than normal).

### **30 mins BEFORE THE PERFORMANCE:**

**Principles listed below:** Moisturiser ready for make-up.

**KING** Crown to be secured

**QUEEN** Crown to be secured –Hair to be in loose bun top of head with curls (Like Queenie from Black Adder!)

### **DURING INTERVAL**

Fanny, Wicked Fairy & Queen for re application  
 Rumpel for Beard

### **THOSE APPLYING THEIR OWN MAKE UP**

### **PRINCIPALS**

**BEAUTY** Dark foundation – Classic make up, hair loose, curls if preferred. Go to hair to get tiara secured

**PRINCE** French plait, Dark Foundation and eye liner

### **GROUPS**

#### **THORNS**

**Hair** Wild & messy back combed hair, lacquered into place.  
**Make up** Please apply foundation applied (2 tones darker than normal). Grey/black eyeshadow, smoky eyes, black eyeliner and red full lips.

#### **GUARDS**

**Hair** Long hair in bun to go under hat or French plait down middle of back  
**Make up** Please apply foundation applied (2 tones darker than normal). Blue or Brown eyeshadow, black eyeliner on top and bottom and red lips.

**ROSES**

- Hair** Please wear long hair in a bun –net would be ideal
- Make up** Please apply foundation 2 shades darker than usual and do your own make up, blue eye shadow, eye liner and red lips

**VILLAGERS/CHRISTENING GUESTS**

- Hair** Wear your hair anyway you like.
- Make up** Please use foundation (2 shades darker than normal), eyeshadow and lips to match your outfit, black eyeliner to emphasise your eyes

**MEN – please attend make up for foundation**

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 15th December, 7.15pm –7.45pm**. The collection will take place in the **VIP hospitality (next to Honies)**. You are expected to return your complete costume on this date in a clean and dry condition; your returned items will be checked against your costume issuing form and your deposit returned to you. If items have been lost or damaged, 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, 7.30pm-8.30pm.

***NB: There are no other planned costume return dates*** - if you are unable to attend on this evening please arrange for a friend to return it for you. **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!

Jacqui Adams  
Panto Director

James Plumer  
Rink Manager

