

The City of Berkley presents our 34<sup>th</sup> annual Ice Show,  
*“Legends on Ice”*  
Friday, March 26 through Sunday, March 28, 2010

### **About This Handbook**

In the following pages, you will find necessary information for our ice show. **PLEASE DO NOT LOSE THIS HANDBOOK!** You can also find changes and new information posted on the Ice Show information board, located in the concession area. You will also receive email updates.

Just one quick note before reading your handbook ~ there are 16 committees to choose from when deciding where you are going to volunteer. Some committees take numerous volunteers in order for the show to run smoothly. Each family will be required to volunteer for two committees. Some families choose to volunteer on more than two committees (this act of generosity does NOT go unnoticed). Please take your time and review all the possibilities – try something a little outside your comfort zone. You might like it!!!

### **Newsletters and Statements**

You must provide an email address to receive show communications (or check the ice show board). You must also provide TWO self-addressed stamped No. 10 business size envelopes with your application in order to receive a receipt and statement of your account. If you would like a receipt immediately after submitting your application, please include a third self-addressed stamped envelope with your application. We anticipate three newsletters approximately November 15, February 1, and March 1.

### **Parent Obligations for All Show Participants**

1. A Parent (or other adult family member) must volunteer on two committees **AND**
2. A Parent (or adult family member) must work at least once in the locker room as a dresser during a show **AND**  
(Duty as a locker room dresser is a requirement for all parents to ensure the safety and best interest of your child. Locker room dressers assist locker room captains with skaters and insure that the skaters maintain proper locker room conduct. On your application, please indicate your choice of times to volunteer as a dresser. Committee chairpersons are exempt from this requirement.)
3. Every family is responsible for either selling or purchasing an acknowledgement OR selling or purchasing a charity table. More info will be available on charity tables in the first newsletter.  
Acknowledgements are printed in the program and can highlight your favorite skater or a business. Forms are in your first newsletter. Drop off all forms with checks in the Ice Show mailbox located in the coach's room.

This obligation must be met before the first costume try-on (approximately mid-January).

### **Committees and Their Chairpeople**

Volunteers are needed on all of the following committees. All help will be GREATLY appreciated!!! We need YOU!!! Please make arrangements for watching your younger skater and their siblings because you will be unable to assist them during your committee time.

**Cast Party Committee – CHAIRPERSON NEEDED:** Plan and host a party for the participants and their families. The party will be held at the Berkley Community Center, following the Saturday evening show from 9:00pm – 11:30pm. All committee members must stay until the end; please do not purchase a ticket to the Saturday evening performance.

**Charity Tables (Wine and Cheese Tables) – CHAIRPERSON NEEDED:** Assist in the coordination of a fundraising benefit during three performances. This would include helping to secure donations of items such as wine, cheese, tables, chairs, etc. Committee members must also participate in the set-up of the tables before each performance, serve as host or hostess during the performances, and clean-up after the performances. High School students are desperately needed to assist on this committee! *If you can work two shows, you will be exempt from locker room obligation.*

**Costumes and Sewing Committee – Chair, Lynn Wasinski 248.548.9404 [swasinski@wowway.com](mailto:swasinski@wowway.com):** Assist in the distribution of costumes (dates TBA). Most sewing work is not intricate. It mostly entails gluing, cutting, and sewing small details for the skaters' costumes, such as stones, straps, and hems. Owning a sewing machine will help the committee tremendously, but it is not a necessity. (No locker room obligation if commitment is fulfilled.)

**Flower Sales Committee - Chair, Deb Colling 248.398.0056 [meds3451@wowway.com](mailto:meds3451@wowway.com):** Help set-up the flower sales table and sell flowers at the performances, beginning 1-hour before the start of the show continuing through the conclusion of the show.

**Lighting Operators Committee – Chair, Michael Colling 248.398.0056 [meds3451@wowway.com](mailto:meds3451@wowway.com):** Run a spotlight during each rehearsal of technical/dress week, beginning on Monday, March 22, and ALL performances. This is a great way to see every show!!

**Locker Room Chairman - Chair, Cheryl Church 248.541.8112 [cechurch@wideopenwest.com](mailto:cechurch@wideopenwest.com):** A committee made up of several parents who are responsible for working four performances (including dress rehearsal Thursday) in the locker room, beginning 1-hour before the start of the show continuing through the conclusion of the show. Expect to assist with organization of the room, the other volunteering parents, skaters' hair, make-up, costumes, and skates.

**Number Chairpersons Committee - Chair, Christine Trimpe 248.548.5541 [ctrimpe@wowway.com](mailto:ctrimpe@wowway.com):** Every group number in the show needs a chairperson. These number chairs communicate between the choreographers, parents, and skaters, reminding them of rehearsal dates and any last-minute changes. In addition, at the start of each rehearsal they gather their group in the appropriate arena to take attendance and review any necessary details. Lastly, the number chair will need to assist their group during picture day (date TBA).

**Parent Passes Chairman – Chair, Lisa Anderson 248.544.8660 [lisamom56@gmail.com](mailto:lisamom56@gmail.com):** Organize and distribute parent passes that are ordered on the ice show applications.

**Picture/Picture Day Committee - Chair, Kate Griswold 248.583.7133 [kgriswold@comcast.net](mailto:kgriswold@comcast.net):** Help with accounting for orders and organization of skaters on picture day. This obligation means you have committed yourself for the ENTIRE time on picture day. **Also coordinate, collect, and create poster walls for ice show weekend highlighting skaters.**

**Program/Advertising Development Committee - Chair, Janice Steingold 248.542.4350 [jmsteingold@yahoo.com](mailto:jmsteingold@yahoo.com):** Assist with selling program ad space to community. This commitment also includes selling programs 1-2 performances.

**Props Committee - Chair, Mayer Fox 248.544.1794 [kinneret92@yahoo.com](mailto:kinneret92@yahoo.com):** Assist in building props for the group numbers. Much of the work will be completed well in advance of show week so you can relax and enjoy the performances. We need "Handy Helpers" who can handle a hammer or paint brush.

**Publicity/Media – Co-Chairs, Claudia Saliba 248.629.5833 [marketrepc Claudia@wowway.com](mailto:marketrepc Claudia@wowway.com) and Sue Richardson, 248.545.6844 [srichardson@wowway.com](mailto:srichardson@wowway.com):** Promote show in community through business contacts and press releases. Work with Charity Table Committee.

**Quick Change Committee - Chair, Lisa Bonello 248.398.0272 [jlqfa@wowway.com](mailto:jlqfa@wowway.com):** Work backstage during shows, assisting skaters who have no time to return to their locker room between numbers. Commitment is to work dress rehearsal and 1 of three performances. (No locker room obligation if commitment fulfilled.)

**Skater Meals Committee – CHAIRPERSON NEEDED:** Decide menu and publish order forms for skaters/parents to pre-order meals during show week (Sunday, Monday, Tuesday & Wednesday). Bring in all food/serving items and serve to skater/parents. Clean up after each meal is served. This committee needs 3 – 4 people each evening a meal is served.

**Ticket Sales Committee - Chair, Charlene Haines 248.540.8757 [charhaines@comcast.net](mailto:charhaines@comcast.net):** Sell tickets 2 performances, beginning 1-hour before the start of the show continuing through the middle of the second half.

**Ushers Committee** – Chair, Anne MacMichael 248.723.2284 amacmichael@comcast.net: Greet and seat the audience. Also, keep audience and parents out of the locker room area. Work 2 performances, beginning 1-hour before the start of the show continuing through the conclusion of the show.

**Work Day/Tear Down Committee** – Workday Chair, Betsey Engel 248.398.4732 bengel50@aol.com – Tear Down CHAIRPERSON NEEDED: Assist in the set-up of headers, visquine, chairs, locker rooms, etc. Everything that goes up must come down. We need Dads and Moms that don't mind getting dirty! Workday is Saturday, March 20 and Sunday, March 21. Tear Down is immediately following the final performance. (Suggestion: Job can be split between spouses.)

## Costume Policy

- Costumes will remain in the ice arena throughout the Ice Show season. Costumes may be taken home after the last show on Sunday, March 28<sup>th</sup>.
- Costumes will begin arriving in January. At this time you will be contacted by your number chair and arrange for a time to try the costume on at the arena. Members of the sewing committee will have times available for alteration appointments.
- Soloists: You will be contacted by the Show Director when your costume arrives. If you have a custom costume made, please bring it to the Show Director before picture day.
- All outstanding balances must be paid before your first costume try-on. Final due date is January 15<sup>th</sup>.
- Your acknowledgement OR charity table must be submitted and paid for as well before your first costume try-on.

## Picture Day

On picture day, pictures will be taken of all groups, features, and soloists, to be used in the show program. You will also have the opportunity to have individual pictures taken. Even if you are not planning to purchase individual pictures, we still would like for you to come for your group and feature photos. THERE IS NO FEE TO PARTICIPATE!!!

You must check-in 30-minutes before your scheduled time. You must be ready to go at your scheduled time - the photographer will not wait. A picture day schedule will be available in you 2<sup>nd</sup> newsletter. Please arrive with all your costume pieces, skates, hair combed, and make-up on. Also, do not forget your skates and skate guards - guards are a must!!!

Pictures are to be paid in full on the day they are taken. This is the ONLY day for pictures – there are NO retakes.

## Charity Tables

Charity table tickets will go on sale in January for the three shows. There will be approximately 10 tables in the on-ice seating area. Proceeds will benefit a charity of the Show Director's choice. More information will become available on this new feature in the first newsletter.

## Skater Meals

Skater meal order forms will be available in the second newsletter. You must order and pre-pay for your meals. More information will be available on the order forms.

## Cast Party

The cast party will follow the Saturday evening performance. Dinner and dancing will be at the Berkley Community Center for the skaters and families!! Guests of skaters are welcome to attend. We invite the entire family to relax and reminisce on the events of the show. Registration forms will be available during technical rehearsal week.

## Show Rehearsals

Skaters are obligated to attend all rehearsals! Each group number will have 4 to 6 hours of rehearsals before the technical/dress rehearsal week. We make every effort to not conflict show rehearsals with your daily training schedule.

After two absences, you may be required to take a private lesson from the choreographer at the choreographer's discretion. In this event, you will be expected to pay the choreographer at his or her private rate.

All rehearsal times will be sent and posted as soon as a schedule is made. Any rehearsal changes will only be posted on the bulletin board and emailed. Please check the board on a regular basis, as well as your email! All skaters should have their skates on and check-in with their number chairperson before the scheduled rehearsal time.

## Warm-Up Ice For Soloists And Features

Soloists and features will have the opportunity to warm-up each day of tech/dress week. Warm-up times will begin at 3:00pm – this warm-up ice is OPTIONAL. A schedule will be posted 1-week before the show.

## Technical/Dress Rehearsal Week - ALL TIMES ARE TENTATIVE

Saturday, March 20	3:00pm – 12:00am	Opening Rehearsals, WORK DAY – Begin arena set-up
Sunday, March 21	6:00am – 10:00am 10:00am - 8:00pm	WORK DAY – COMPLETE ICE SHOW SET UP Opening Rehearsal, Finale Rehearsal, and group number SHORT rehearsal – <i>(You may go home after your group is finished)</i>
Monday, March 22	4:00pm – 9:00pm	Section Technical Rehearsals & Finale Rehearsal
Tuesday, March 23	4:00pm – 8:00pm	Section One & Two – Full Dress Rehearsal
Wednesday, March 24	4:00pm – 8:00pm	Section Three & Four – Full Dress Rehearsal
Thursday, March 25	5:00pm – 9:00pm	Final Dress Rehearsal for ALL SKATERS (Show time 6:00pm)
Friday, March 26	7:00pm	Show #1
Saturday, March 27	6:00pm	Show #2
Saturday, March 28	2:00pm	Show #3

**Show check-in times:** Skaters in the first half of the show must check in ONE HOUR before show time. Skaters who are only performing in the second half of the show must check in no later than intermission; further specification will be communicated with the rehearsal schedules.

## Ice Show Rules and Guidelines for All Participants

In order to insure a smooth-running show, it is necessary to set some rules and guidelines for all the participants to follow. These are for the safety of your child and the other children in the show. Parents, please go over these with your skater.

1. Beginning Monday, March 22, all skaters and workers must **enter through the backstage door** (door on Oxford near the zamboni garage). Please do not come through the front doors.
2. Skaters in the first half of the show must **check-in one-hour before show time**. Skaters who are only performing in the second half of the show must check-in no later than intermission; further specification will be included in your personalized rehearsal schedule.
3. **Workers arriving for their assigned performance** will be admitted free at the backstage door where they will be given a nametag. Parents who are dropping off skaters may not enter the rink unless they have purchased a ticket or parent pass and must enter through the front doors.
4. For Female Skaters: **Full make-up is required for technical and dress rehearsals and all performances**. (Brown eye shadow, a red-tone lipstick, and red to brown blush - No pinks or blues!!)
5. **Hairstyles: Female skaters must have their hair pulled back away from their face. Acceptable styles include French braids or a bun. Remember to wear your hair the same way starting Tuesday because filming may start during technical rehearsals.**
6. **Label all your costume pieces**, including tights, skate guards, robes, blankets, and personal items. Please bring a garment bag to your locker room during show week to protect your costumes. All lost and found items will be donated two weeks after the conclusion of the show weekend.
7. Drinking water is only permitted in the locker rooms because of spilling issues. **ABSOLUTELY no POP, Gatorade, or other juices!!!** (This includes the dressers working in the locker room.) Only dry food such as pretzels and animal crackers will be permitted in the locker room. The Locker Room Chairperson and their committee will dispose of any food and drink not permitted in the locker rooms.
8. Skaters must use the bathrooms located in their assigned locker room or at the end of the hallway. All **skaters must stay in the locker room area** beginning 1-hour before the show, through finale. They may not hang out backstage, in the lobby, or outside. During intermission, skaters will be allowed out of their locker room ONLY if their costumes are covered by a robe. **Locker rooms will be locked at the end of each rehearsal/performance day beginning Sunday, March 21<sup>st</sup>.**
9. Parents please **send things to keep your skater occupied** during the show. Coloring books, small games, non-messy crafts, and small TV/DVD players are great ideas. No glue or any other liquid item.
10. **Locker room chairman & dressers are in complete charge** of the activities in the locker room, as well as dressing the skaters. You may be approached to help supervise if your child is misbehaving. Any child that has a fever, vomiting, or any **childhood illness will be asked to leave** the locker room.
11. The City of Berkley and its employees are **NOT responsible for any damage or loss** to ANY items.

## Questions?

If you have any questions about the handbook information, please call Craig Joeright, Show Director (248) 658-3469. If you reach the voice mail, please leave your name and your child's first and last name, your telephone number, and a brief message what the call is regarding.

## Purchasing Show Tickets

### Sale dates for advanced tickets:

Where: City of Berkley, Ice Arena Office

Dates: TBA – approximately the beginning of March, 2010

### Ticket Prices:

- Charity Tables (more info to come in newsletters): on-ice \$200 front row, \$175 second row
- General Admission: \$15 Adult/\$12 Seniors and Students with ID

## Dates to Remember – Note: All Times are Tentative

Solo/Feature applications due: Thursday, October 1 (Must include a general show application and fees)

General show applications due: Thursday, October 1 (if trying out for solo or feature) **OR**  
Sunday, November 1 (Must include 2 self-addressed stamped No. 10 size envelopes)

Solo/Feature tryouts: Sunday, October 25 10:30am – 12:30pm

Acknowledgements or  
Charity Tables due: January 15<sup>th</sup> (or before first costume try-on)

On-ice rehearsals begin: End of February

Picture Day: TBD - Saturday, February 6 or Saturday, February 27

Technical/Dress Rehearsals begin: Monday, March 23

Cast Party: Saturday, March 27