



2018 CANDLELIGHT PROCESSIONAL

INFORMATION FOR DIRECTORS



Below is pertinent information that will assist you and your group with your performance experience. Please be sure to copy, distribute and cover ALL information in this packet with all performers, chaperones, parents and organization personnel prior to your group's arrival.

Information and Reminders

*The production is approximately one hour in length and performers will be standing throughout the entirety of the show.

*All music for the performance must be memorized.

*The theater for this event is an open-air facility with a covered stage. "The show must go on" and every effort will be made to perform the show, even during inclement weather, so please be prepared.

Performance Day

*Only performers (9th grade and older), Directors, and Chaperones (21 years or older) will be admitted into the backstage pre-show area and must arrive together. These individuals should be able to produce identification in case of an emergency (i.e. School I.D.).

*Additional persons traveling with your group should be dropped off at the main entrance of Epcot **BEFORE** your arrival to the pre-show area and they will need a ticket to enter the park.

*If you are visiting Epcot that day, you can arrange to meet a Guest Talent Coordinator outside of the Italy Pavilion. If your group needs to change into their performance attire, a changing area will be provided.

*If you choose to arrive directly to the pre-show area, you must use your own bus transportation or 15 passenger commercial vans. Walt Disney World Bus Transportation does not drop off at this location. Personal Vehicles **are not** be permitted in the backstage pre-show areas this year.

*ALL vehicles must relocate after dropping off the group. No vehicles are permitted to remain backstage during the show. If the group is planning to go into Epcot after your show, all persons in your group must exit through the front of the park and meet your transportation there.

*Directors are provided with two seats to view each show in which their group performs. To access these seats, you will be given a seating badge by the Booking Coordinator on the day of the performance.

*It is imperative that all Directors and Show Attendants attend the Chaperone meeting.

*Cell phones and smart watches will be permitted in the pre-show area only until rehearsal begins. At that time, please make sure all performers leave them on their designated group table.

*There is a Candlelight Dining Package available for purchase through Walt Disney World Resort **HOWEVER** keep in mind when booking your dining package that reservation packages must be completed three hours prior to your show time and all chaperones and students must arrive backstage together.

Show Attendants

*You are allowed to bring a maximum of 1 chaperone for every 5 performers to arrive backstage with you. However, we only require three working Chaperones or "Show Attendants" for each performance your group is in. Two will serve as Theatre Attendants, and will be escorted to the stage for the performance. The other will serve as a Table Attendant, and will be posted at your designated group table to be easily accessible in case of an emergency. All chaperones not designated as "Show Attendants" will be escorted into Epcot, following the chaperone meeting.

*All Show Attendants are responsible for: providing emergency medical information, medical authorization and if needed, accompany a performer in the event of a medical transport. If your school requires medical forms for student travel, please leave these forms with your Table Attendant.

*Be advised: These three Show Attendants will NOT be able to watch the performance.

*For groups performing in both the 6:45 p.m. & 8:15 p.m. performances, we recommend that you plan for three different Show Attendants for each performance. This will allow your chaperones at least one chance to see the show.

Performer Release Form

Attached to your email is the "Release, Indemnity and Authorization to Photograph, Record and Reproduce" (Performer Release Form). Completion of this form is mandatory for all guest choir performers who are to appear in the 2018 Candlelight Processional and Massed Choir Program.

- Please make one copy for each performer to complete.
- This form cannot be altered.
- Bring the completed document for each performer in your group with you on the date your group is scheduled to perform. Your group cannot perform without them!
- Any performer without a completed form will NOT be able to participate in the show.

Information about Performers Requiring Wheelchairs

Please be aware that there are a limited amount of spaces on stage for wheelchairs. These spaces are available on a first come first serve basis. If you have a performer in need of a space, please call our office to ensure a spot for that individual. We cannot guarantee a spot upon your arrival without prior arrangements. Wheelchairs CANNOT be provided by the production team for personal use in the park.

Director's Checklist:



Before You Arrive:

- INFO PACKET:** Read over your Candlelight Information Packet in its entirety.
- BUSSING:** Arrange your bus transportation for the day(s) of your show(s).
- CONFIRMATION CALL:** Complete your confirmation call with one of the Booking Coordinators.
- IMPORTANT PAPERWORK:** Copy and distribute Performer Release forms. These **must** be brought on performance day.
- CHAPERONES:** Decide which of your chaperones will be Show Attendants and fill out the Show Attendant Sign-Up Form to bring with you on the day of performance.
- COSTUMING:** Post the Candlelight Costuming guidelines in your choir room. Note that black leggings and tights do not fall within the costume guidelines. Please make sure that all performers have solid black pants.
- FRIENDS & FAMILY:** Please inform all family, friends, and faculty who intend to come see your group perform that reserved seating is **NOT** provided; They must arrive early and wait in the queue line to be seated.
- BE PREPARED:** You may want to put together an "Emergency Candlelight Kit" with extra black socks, black shoelaces, safety pins, white t-shirts, Tylenol, Band-Aids, etc.



On Performance Day:

- COUNTS:** Have an accurate count of all performers and make sure you are within the chaperone maximum (1 per 5).
- COSTUMING:** Make sure all performers meet our costume guidelines.
- CHAPERONES:** Ensure any chaperones with specific duties are aware of them (i.e. Show Attendants). Bring the completed Show Attendant Sign-Up Form.
- RELEASE FORMS:** Be sure to bring the completed Performer Release forms with you.
- ARRIVAL:**
 - Write down contact information for the bus driver and bus company in case you should need it.
 - Upon arrival, please wait on your bus (or in the park when applicable) until a Guest Talent Coordinator has greeted both you and your performers.
 - After being greeted, it is **your** responsibility to report to the booking office to check in.
- CELL PHONES/ SMART WATCHES:** Have a chaperone collect cell phones, smart watches, and cameras from the students before they go into Rehearsal. They will **not** be permitted in the rehearsal tent or on stage.
- MEDICAL FORMS:** If your organization requires medical release forms, please assure that the medical forms/information are in the possession of the Tent Attendant, so that they may be accessed if necessary. **These forms are different from the required Performer Release Forms; they are not provided by Disney.**
- REMAIN BACKSTAGE:** Please remain in the backstage pre-show area until all of the performers are robed and lined up outside, ready to proceed to the stage. (This will not affect your ability to get to the theater on time to view the performance!)
- HAVE FUN!**



INFORMATION FOR CHOIR MEMBERS

Performance Day Schedule

Welcome!

Congratulations! Your group has been selected to perform in the Massed Choir program for Disney Parks' longest-held and most beloved holiday traditions, the 60th anniversary of the Candlelight Processional. You will be performing alongside choirs from all over the world, our 55-piece orchestra, the Voices of Liberty, and a Guest Celebrity Narrator.

While we want you to have a memorable and enjoyable performance experience, "Candlelight" is a professional production and we have high expectations of the choirs we have selected.

Important Information and Reminders

*You **must** arrive with your group in order to perform.

*Do not, under any circumstances, come backstage to the pre-show area without a Candlelight escort.

*Remind family and friends that only performers, authorized Chaperones, and Directors are to be in the pre-show area.

*Any personal items you bring with you will be left in the pre-show area during your performance. There will be hundreds of people in this area so it is best not to bring any valuables!

Cell phones and smart watches will be permitted in the pre-show area ONLY until rehearsal begins. At that time, please leave both items on your designated lunch table. Performers with these items on stage or in rehearsal will be removed from the performance.

*The theater for this event is an open-air facility with a covered stage. "The show must go on" and every effort will be made to perform the show, even during inclement weather, so please be prepared.

*In order to perform you must meet our performance attire guidelines.

*Most importantly- Have fun!

ARRIVAL

- WELCOME TO CANDLELIGHT!
- CHANGE INTO PERFORMANCE ATTIRE IF NECESSARY

SNACK TIME

- A NUTRITIONALLY BALANCED SNACK BOX (Including items such as granola bars, applesauce etc.) WILL BE PROVIDED.
- MAKE SURE TO DRINK PLENTY OF WATER!

REHEARSAL- 30 MINUTES

- CHOIR WILL BE CALLED IN TO THE REHEARSAL ACCORDING TO VOICE PART
- MAKE SURE TO LEAVE CELL PHONES AND SMART WATCHES ON YOUR DESIGNATED TABLE AT THIS TIME!

ROBE DISTRIBUTION AND BREAK

RISER LINEUP, PROCESSIONAL FORMATION AND CANDLE DISTRIBUTION

- MEET YOUR GUEST TALENT COORDINATORS!

IT'S TIME FOR SHOW!

- YOU WILL BE STANDING FOR APPROXIMATELY AN HOUR, SO MAKE SURE YOU ARE WEARING COMFORTABLE SHOES, PLEASE NO HEELS.

SHOW ENDS

- RETURN TO PRE-SHOW AREA

THANK YOU SO MUCH AND HAVE A GREAT NIGHT!

IF YOUR GROUP IS PERFORMING IN THE 6:45PM & 8:15PM SHOWS:

- THERE WILL BE A BRIEF BREAK IN BETWEEN PERFORMANCES

A Note about Florida weather

Winter weather in Florida can be unpredictable and ranges from 30°- 80°F, so please be prepared. Also, the stage can be VERY hot. It is usually another 10°-15° warmer than the air temperature due to the amount of performers on the stage. If it is a cool day, it is a good idea to dress in layers, and leave coats and sweatshirts in the lunch tent during the show. If it is a warm day, the stage will be very hot, so please make sure to wear lighter breathable materials, such as cotton T-shirts and tank tops, as long as they are solid white, with no midriffs showing and no logos.



DRESS CODE FOR PERFORMERS

HAIR

- ❖ **LADIES:** MUST BE A NATURAL HAIR COLOR OR A MIXTURE OF NATURAL HAIR COLORS.
- ❖ **MEN:** MUST BE A NATURAL HAIR COLOR. EXTREME OR BI-LEVEL STYLES ARE NOT PERMITTED.

ACCESSORIES

- ❖ NO CHOKERS OR NECKLACES THAT CANNOT BE COMPLETELY HIDDEN BY COLLAR.
- ❖ ONE BRACELET OR PER ARM.
- ❖ ONE RING PER HAND NO LARGER THAN A DIME.
- ❖ NO MAGICBANDS

EARRINGS

- ❖ **LADIES:** MAXIMUM OF TWO PER EAR. MUST BE NO LARGER THAN A QUARTER, OR DANGLE BELOW THE EAR LOBE BY MORE THAN 1".
- ❖ **MEN:** MAXIMUM OF ONE PER EAR. EARRINGS MAY NOT DANGLE OR WRAP AROUND THE LOBE.
- ❖ NO "GAUGES", "RAM HORNS" OR FACIAL PIERCINGS.



SOLID WHITE SHIRTS

- ❖ NO PRINTS OR LOGOS, HIGH COLLARS OR TURTLENECKS
- ❖ T-SHIRTS AND TANK TOPS ARE ACCEPTABLE AND RECOMMENDED DURING WARMER WEATHER.
- ❖ NO BARE MIDDRIFFS

SOLID BLACK PANTS

- ❖ WE REQUIRE FULL-LENGTH, BLACK, DRESS PANTS IN GOOD CONDITION.
- ❖ NO CAPRIS, SWEATPANTS, LEGGINGS, OR TIGHTS.
- ❖ NO RIPPED, PRINTED, FADED OR STONED PANTS, INCLUDING JEANS.
- ❖ SKIRTS ARE NOT PERMITTED. RELIGIOUS ACCOMMODATIONS WILL BE CONSIDERED.

BLACK HOSIERY/SOCKS

- ❖ SOCKS OR HOSIERY ARE REQUIRED AND MUST COME ABOVE THE ANKLE.

DRESS CODE FOR PERFORMERS

ACCEPTABLE FOOTWEAR

- ❖ COMFORTABLE, ALL-BLACK ATHLETIC OR DRESS SHOES
- ❖ **BOOTS** – ALL BLACK. NO VISIBLE BUCKLES, STRIPES OR FUR THAT CANNOT BE COVERED BY THE PANTS
- ❖ **NO HIGH HEELS**

UNACCEPTABLE FOOTWEAR

- ❖ SHOES WITH NON-BLACK SOLES
- ❖ NON-BLACK LACES, NON-BLACK STITCHING
- ❖ SANDALS
- ❖ OPEN TOED SHOES
- ❖ BACKLESS SHOES
- ❖ CLOGS
- ❖ FLIP FLOPS
- ❖ “MONKEY FEET”/ FIVE FINGER SHOES
- ❖ UGGS
- ❖ DRESS SHOES WITH METAL/RHINESTONE ACCENTS
- ❖ HIGH HEELS (INCLUDING CHARACTER SHOES)
 - **ABSOLUTELY NO HIGH HEELS ARE PERMITTED**



All violations of the appearance guidelines will be judged by the Candlelight Production Team on a case-by-case basis.

INFORMATION FOR CHAPERONES

Important Information

- *All Chaperones must be at least 21 years of age or older.
- *You will be given a Chaperone ID badge to help identify you as part of the production. You must display this badge at all times. Please be sure to carry a personal ID with you, as well.
- *In order for your group to perform, we require three chaperones for each group to serve as Show Attendants.
- * There will be a **mandatory** meeting for ALL Chaperones and Show Attendants with one of our Guest Talent Coordinators. Following the meeting, those Chaperones not acting as one of the three Show Attendants for the upcoming show will be escorted into the park.
- * One designated Table Attendant must stay at your group's table during the Chaperone meeting. Please make sure to pass along information from the meeting to them.
- *There is a Candlelight Dining Package available for purchase through Walt Disney World Resort **HOWEVER** keep in mind when booking your dining package that reservation packages must be completed three hours prior to your show time and all chaperones and students must arrive backstage together.

How Chaperones Can Support Their Choir Members

- *Familiarize yourself with each performer in your group, or a smaller group that you may have been assigned to chaperone.
- ***Cell phones and smart watches will be permitted in the pre-show area only until rehearsal begins. At that time, performers will be asked to leave all cell phones on their table in the tent. Please help us enforce this guideline.**
- *Encourage the performers to drink plenty of water and stay hydrated.
- *Please ensure that each performer is able to appear on stage by familiarizing yourself with our appearance guidelines.
- *You may want to bring an "Emergency Candlelight Kit" with you. This kit should include: extra black socks, shoelaces, black shoes, safety pins, white T-shirts, black pants, Tylenol, Band-Aids, etc.

Seating For The Show

"Candlelight" is a professional production, and as such, complimentary seating is **NOT** provided to Production Personnel, performers or Chaperones. If you would like to view the performance, you must wait in the theater queue for show seating. Seating for all Epcot guests is limited and is not guaranteed. While waiting to see the show, Chaperones and any other school representatives, including parents, must follow WDW Park guidelines as would be expected by any other of our park guests. Any guidelines that are not adhered to by any school representatives, such as saving a place in line or allowing others to "cut" the line, can result in their removal from the park.

Show Attendants

- *Show Attendants should think of themselves as part of the stage crew for the show; as such, they will **NOT** be able to watch the performance.
- *The three required "Show Attendants" for each group will be split into either the 2 Theatre Attendants & 1 Table Attendant.
- *All Show Attendants are responsible for providing emergency medical information, medical authorization and if needed, accompany a performer in the event of a medical transport.
- *Theater Attendants will be escorted to the stage for the performance and **MUST** be at the designated location on time.
- *The Table Attendant will remain in at your group's designated table to watch over everyone's belongings as well as performers that are unable to perform for any reason.
- *For groups performing in both the 6:45 p.m. & 8:15 p.m. performances, we recommend for three different Show Attendants for each performance. This will allow chaperones at least one chance to see the show.

Failure to be in the designated locations on time may result in the entire group being pulled from the production.

Performance Day Breakdown

Arrive to Pre-Show Area/Snack

- 2.5 hours before Show
- A nutritionally balanced snack box will be provided to all Performers, Chaperones, and Directors
- Monitor performers during this time and listen for announcements

Mandatory Chaperone Meeting

- All Show Attendants and Directors are to attend the meeting, location and time will be announced.
- The Table Attendant will remain at your group table for the duration of the meeting
- All Chaperones not designated as Show Attendants will be escorted into the park after the meeting.

Choir Rehearsal Begins

- Directors are encouraged to watch rehearsal. Theatre Attendants should relay information from meeting to the Table Attendant

Theatre Attendants to Meet at Candy Cane

- You will be escorted to the backstage of the theatre approximately 20 minutes before the show
- Please be prepared and on-time!

Show Begins

- Table Attendant should remain at your group's table at all times

IF YOUR GROUP IS PERFORMING IN THE 6:45PM & 8:15PM SHOWS:

- There will be a brief performer break between shows
- If you are switching out to be Theatre Attendant or Table Attendant for the 8:15pm show, this would be a good time to switch out with the other Show Attendants.