



## ***North Stage Entertainment Policies and Procedures***

The following policies and procedures will provide Festival of Trees guests appropriate entertainment and ensure each performance group has adequate time on stage. Your group may not be allowed to perform if these important requirements are not met.

Because of the large number of groups who desire to perform at Festival of Trees, close attention to the policies and procedures will determine which groups will be invited to perform in the future. Those who follow the policies will be invited to participate again next year.

Please initial next to each item to signify that you have read and understand the policy and agree to comply with it. Thank you in advance for your participation, cooperation, and support.

### **PERFORMANCE TIME**

To give as many groups as possible an opportunity to participate, each performance time is limited to 30 minutes. This includes any setup and takedown for the performance. Staying on a strict schedule is critical. Therefore, if you exceed your time limit you will be asked to end your performance prior to completion. There will be no exceptions. North Stage performers will enter and exit from stage right.

### **REHEARSING PERFORMANCE IN THE LOBBY IS NOT PERMITTED**

### **PARKING**

Plan adequate time for parking. Buses must park behind the dock on the east side of the Mountain America Expo Center. Bus drivers will need to purchase admission tickets. Please inform parents and guests the importance of planning enough time to park, locate the check-in area for their child, and identifying in advance the location of the performance area.

### **CHAPERONES – (DIRECTOR & PIANIST CANNOT BE CHAPERONES)**

Directors must plan an appropriate number of chaperones to assist during your performance. You will be allowed **one (1) chaperone for every 15 performers or one (1) chaperone for every ten performers if children are under the age of six.**

Please choose reliable adults and make them aware of their responsibilities prior to arriving at Festival of Trees. This will help maintain a calm and organized environment for your group. Please instruct your chaperones to keep your group together, there cannot be any running back and forth. They are responsible for your performers, not our volunteers.

Chaperones are **required** to stay with the group for the entire time, including backstage during the performance. Upon check-in, you will receive one pass per chaperone whose name is on your list from your registration. This will allow access to the dressing room and backstage. All passes must be returned to receive a handstamp that allows them to re-enter the exhibit hall and enjoy Festival of Trees.

Directors (or Sound Booth Coordinator if you chose) must check in at the sound booth no later than 10 minutes prior to assigned performance time for your music and microphone set up. Please stay at the sound booth to help with music instruction. Directors must check out with an entertainment hostess within 15 minutes following the performance.

#### **PARENT PICK UP**

Parents are not allowed in the dressing room or backstage unless they have a Chaperone Pass. Parents should drop children off at the dressing room door. Parents are required to meet their children at the assigned dressing room immediately following the performance. They should obtain a hand stamp upon exiting the main doors if they wish to return to the event.

For the safety and security of children, parents are not allowed to take their children from the stage area. ***There will be no exceptions.*** This will also help ensure adequate performance time for the next group. Please educate parents about this policy so there is no confusion at the performance.

#### **COSTUMES**

The Festival of Trees features family entertainment and we do not want to offend our guests with inappropriate costumes or suggestive dance movements. Therefore, groups with bare midriffs, see-through fabrics, lowcut tops, and suggestive dance movements will not be allowed to perform.

To maintain the highest level of safety and modesty for our performers, only one costume change will be allowed. Changes must be made within the curtained area provided backstage. If a costume change is required, a body leotard must always be worn.

The costume change room behind the stage is not to be used to change into street cloths after your group is done performing. Please do not allow performers to play in this area.

#### **MUSIC**

To maintain the festive holiday spirit our guests visit Festival of Trees to enjoy, we require that the music included in performances is entirely comprised of Christmas/holiday music. ***No exceptions, please.***

#### **SOUND SYSTEM**

Please treat Sound System technicians with respect. Every year, they donate their time and equipment to Festival of Trees.

#### **CHECK-IN LOCATIONS**

The North Stage Check-in is located at the north end of the Mountain America Expo lobby in front of Room 400. Directors should be the first to arrive and check in 30 minutes prior to performance time. Directors must be the last to leave the dressing room prior to checking out with an Entertainment Host.

---

**TICKETS**

In appreciation of your performance, the director, chaperones on the list, and performers will receive a hand stamp allowing them to visit the Festival as our guests. All others accompanying the group must purchase a ticket to see the performance. To avoid long lines and ensure that parents do not miss their children's performances, pre-purchasing tickets is recommended. Discount tickets are available on our website prior to Thanksgiving. After Thanksgiving, full price tickets can be purchased online or on site.

---

**PROFESSIONALISM**

Please be courteous and respectful to other performing groups and our volunteers. Make your group aware that they will need to be orderly and quiet while entering and exiting the exhibit hall and while waiting backstage for their performance. Please be mindful that Festival of Trees is staffed entirely by volunteers.

I understand that it is the responsibility of the director to inform performers and parents of these guidelines. I have read and agree to comply with this policy.

---

Director

---

Date

---

Performing Group Name



## North Stage Entertainment Chaperones

Please plan an appropriate number of chaperones to assist during your performance. In addition to one Director and one Pianist / Sound Booth Coordinator (if needed), you are allowed:

- **One chaperone per 15 performers age 6+**
- **One chaperone per 10 performers under the age of 6**

To maintain a calm and organized environment, please choose reliable adults and make them aware of their responsibilities (see below) prior to arriving at Festival of Trees.

Upon check-in, you will receive one pass for each chaperone whose names you submitted when you registered. This will allow access to the dressing room and backstage. All passes must be returned upon check-out. When the pass is returned, Chaperones will receive a hand stamp that allows them to enter the exhibit hall and enjoy Festival of Trees.

The Director or Sound Booth Coordinator must check in at the sound booth no later than 10 minutes prior to assigned performance time for your music and microphone set up. If you choose to have a Sound Booth Coordinator, they are required to stay at the sound booth to help with music instruction and should not leave to help with the performance.

Directors must check out with an entertainment hostess within 15 minutes following the performance. Please leave the dressing room in a clean and organized condition.

### **The responsibilities of chaperones are to:**

1. Maintain the safety of the children by keeping them together as one group.
2. Stay with the group the entire time, including backstage during the performance.
3. Prohibit children from running back and forth to parents and to the dressing rooms. Prohibit parents from picking up their children from the stage area. **This is for the safety of the children and there will be no exceptions.**
4. Maintain an organized and quiet group to help the performance run smoothly and on time.
5. Avoid visiting with other volunteers. Maintain focus on the group being supervised.
6. Fulfill performance-related duties as assigned by the Director.
7. Be respectful of Entertainment Volunteers. Politely follow their instructions. These volunteers have responsibilities during your performance time at Festival of Trees that do not allow them to directly chaperone performers.



## North Stage Set Up and Sound Booth

**Music may be provided on:**      CD      IPOD      Piano

The North Stage is thinly carpeted and is equipped with six standing microphones and an upright piano positioned on the floor near the front of stage right.

Brio Technologies donates their Sound Booth equipment and Technical employees during the week of Festival of Trees. Please be kind and respectful to them. As the director, you will be sitting with them to coordinate your music for the performance. In your place, you can have an additional person as your Sound Booth Coordinator. They will be responsible for sitting with the Sound Booth Tech for your entire performance.

**Microphones are available for your use.**

**We do not have access to any music stands.**

Stage  
(40' x 30')

(front)

Sound Booth  
(Located behind audience chairs)



## North Stage Entertainment Playlist

**100% of your performance must be *Christmas/Holiday music*.** Remember to allow time for entrances and exits as part of the 30-minute performance time that you have been assigned.

**Your final playlist must be sent to us no later than October 31, after which changes will not be permitted.**

Name of Christmas / Holiday Song	Duration
----------------------------------	----------

### Total Time\*

**\*Including set up / take down, not to exceed 30 minutes total.**