



WELCOME TO THE 2011 CANDLELIGHT PROCESSIONAL AND MASSED CHOIR PROGRAM!

Enclosed 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

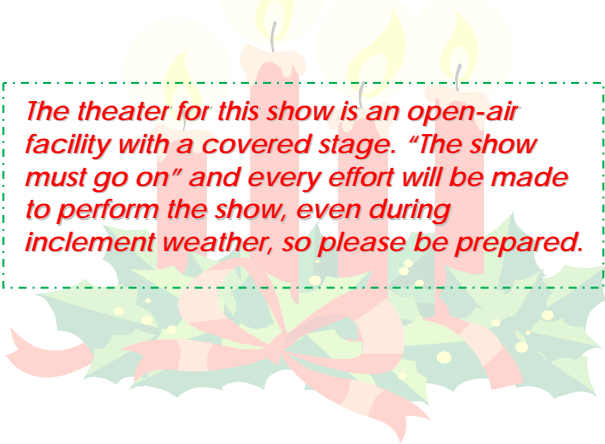
- * The production is approximately one hour and the performers will be standing throughout the performance. All music for the show must be memorized.
- * All performers must be present for rehearsal.
- * Camera and cell phone usage is not permitted in any cast member, pre-show, or backstage area (including the lunch tent). If you have an emergency and need to use your phone, please see a Guest Talent Coordinator. Directors may have their cell phone with them and on for emergencies, but must keep them on silent or vibrate.
- * iPods and other audio players are not allowed in the rehearsal tent or on stage for the show.
- * All performers must meet the appearance guidelines outlined in this packet. Performers that are not attired per our guidelines will not be able to perform and must remain in the lunch tent throughout the performance(s) and will not receive tickets.
- * Directors are provided two seats to view each show in which their group performs. These seats are provided so that directors can monitor their group. To access these seats you will be given voucher by the booking coordinator.
- * It is imperative that all directors and chaperones attend the chaperone meeting each and every time that you perform. Any group not having proper representation at this meeting will not be allowed to perform.
- * If your group is planning to go into Epcot after your show, they may do so. In this event, ALL vehicles must be relocated to Epcot Guest Parking and all persons in your group must exit through the front of the park.

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 the office to ensure a spot for that performer. We cannot guarantee a spot upon your arrival without prior arrangements. Wheelchairs will not be provided by the production team for personal use in the park.

ARRIVING FOR YOUR PERFORMANCE

- * Only performers (9th grade and older), Directors (2 max), and Chaperones who are 21 years or older (at a 1 per 5 ratio to performers) will be admitted into the backstage pre-show area. Additional persons traveling with your group will need to 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.
- * All chaperones (21 yrs and older), directors and performers must arrive together, at the scheduled time and location
- * You must use bus transportation or 15 passenger commercial vans to arrive. Personal Vehicles are not permitted in the backstage or rehearsal areas (also called the pre-show area) by Walt Disney World® Company Security.
- * Please do not arrive earlier than the agreed upon time in your confirmation call. Groups arriving early should expect to be asked to wait on their buses while we continue preparations for the show.
- * Upon arrival, please remain on your bus or at the meeting location in the park until a Guest Talent Coordinator has greeted both you and your performers. With more than 700 performers arriving each night, this process can sometimes take a little while. Please be patient. It is imperative that our cast meet with you and the performers before each and every performance. Changes happen very quickly and can be from year to year, night to night or even show to show.
- * After a Guest Talent Coordinator has greeted your group, please come to the Candlelight reception office to check in and receive your tickets.
- * Buses must relocate after dropping off the group for the performance. The buses may wait at the Downtown Disney Q Lot or the Epcot Main Bus parking lot and may return to the pre-show area after the performance to pick up the group.



The theater for this show 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.

COMPLIMENTARY THEME PARK TICKETS

Two "One Day-One Park" admission tickets, *with a one year expiration*, will be issued each **night** of performance to all performers, up to two directors per school or organization, and up to one chaperone for every five performers. If your group is scheduled December 24 or 25, each eligible participant will receive four tickets for these days.

These tickets are to be distributed to all participants, as stated in your Guest Talent Agreement.

Your tickets will have your organization's name printed on them. You will not receive tickets for anyone above the number confirmed during your confirmation call with us, as the tickets will be printed based on that phone call.

It is illegal for these tickets to be sold, auctioned, raffled, or bartered for money or goods.

These tickets will be counted by you the director, upon arrival and confirmation from our staff of the number of performers and chaperones attending that evening. You will not receive more tickets than what our staff has counted, and you have signed for.

You, as the group's director, are responsible for seeing that anyone you distribute these tickets to is aware of these rules. Your group will not be able to perform in the future if any of the tickets are found to be sold, auctioned, raffled, or bartered for money or goods.

In addition, four complimentary theme park admission tickets will be mailed out to you. These are intended for use by your school administration or organization leaders as admission to Epcot to view your group's performance. These complimentary tickets are for park admission only and DO NOT provide for show seating. The recipients may use the theme park admission tickets any time before they expire on *December 30, 2011*. **These tickets are a one-time offering and cannot be replaced!**

Spending Performance Day in the Park

If your group is planning to spend your performance day in the park, please make arrangements with the booking coordinators to pick up your first set of tickets that morning in the Candlelight pre-show area. (Your second set of tickets will be issued during your performance check-in.) Your bus will then relocate to the main bus parking lot at the park of your choice and you will enter the park through the front turnstiles.

If you choose to spend the day in Epcot we can arrange to have a Guest Talent Coordinator meet your entire group in the afternoon at the cappuccino stand between Germany and Italy.

Tickets may be scheduled for pick up as early as 9:00AM each morning.

Non-performers and extra chaperones must be dropped off at the front of the park before your arrival and will need a ticket to enter.

BACKSTAGE ACCESS

Non-performers are NOT permitted in the pre-show area at any time. Please do not bring any children or additional non-performers with you.

When your group arrives, chaperones and directors will be issued self-adhesive identification stickers. The stickers indicate that the wearer is part of the "Candlelight" show for that evening and are not transferable, these DO NOT provide for show seating. They allow the wearer to move between the park and the pre-show area via the brown door in Italy. Please note that all persons still must be accompanied by a cast member and should not access this door alone.

Please remain with your students throughout lunch, rehearsal, and robe lineup for show. You are responsible for making sure your performers adhere to our guidelines and the Code of Conduct.

We require that all chaperones, performers and directors carry identification at all times. The forms of ID we will accept are:

For students, a school ID card with photo, a driver's license, state issued ID card, or passport. Minors (those who have not yet reached their 18th birthday) can carry a non-photo school or group ID, but there must be a chaperone over 21 years of age to accompany the group while in our pre-show area.

For those over 18 years of age, a photo driver's license or state issued ID, a school or organization photo ID, or a passport.

BACKSTAGE ATTENDANTS

From your list of chaperones you will be asked to designate at least 3 of them to be attendants for the show. 2 of the 3 will be escorted to the stage for performance and the other one will be posted in the lunch tent watching over belongings. ALL attendants are responsible for providing emergency medical information, medical authorization and sometimes accompanying a performer in the event of a medical transport.

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

Seating for the Show

"Candlelight" is a professional production, and as such, complimentary seating is not provided for friends or family of the performers. Neither Disney Performing Arts nor the booking team has access to show seating. If you know anyone that would like to see your performance, they must have a park ticket for Epcot, and wait in the theater queue for show seating. While waiting in the Queue line to see our show, chaperones and any other school representative including parents must follow WDW Park guidelines as would be expected by any other of our day guests. Any guidelines that are not adhered to by any school representative such as saving a place in line or allowing others to "cut" the line can result their removal from the park.

2011 CANDLELIGHT PROCESSIONAL

CHOIR ITINERARY



5:00 PM CHOIR ITINERARY

2:30 PM ARRIVAL / SECURITY GATE CLEARANCE

Please have all passengers remain on your vehicles until a Guest Talent Coordinator meets with you and verifies the number of choir members.

CHECK IN WITH THE CANDLELIGHT BOOKING COORDINATOR

Confirmation of the group numbers and distribution of show seating passes for group directors

"Performer release forms" will be collected

All performers must have this form completed prior to your group's arrival

LUNCH

A choice of cold sandwiches, chips, cookies and water will be provided

3:20 PM ANNOUNCEMENTS AND MEETING

Choir to assemble on rehearsal risers/pre-show announcements

All "backstage attendants", chaperones and directors are to meet on the covered deck located in the pre-show area for information on performance

3:35 PM REHEARSAL

4:15 PM ROBE DISTRIBUTION AND BREAK

4:30 PM RISER LINEUP, PROCESSIONAL FORMATION AND CANDLE DISTRIBUTION

Directors may enter Epcot to take their seats in the house

Two backstage attendants from each group are escorted to the stage and one backstage attendant remains in the lunch tent.

5:00 PM SHOW

6:00 PM SHOW ENDS



6:45 AND 8:15 PM CHOIR ITINERARY

4:15 PM ARRIVAL / SECURITY GATE CLEARANCE

Please have all passengers remain on your vehicles until a Guest Talent Coordinator meets with you and verifies the number of choir members.

CHECK IN WITH THE CANDLELIGHT BOOKING COORDINATOR

Confirmation of the group numbers and distribution of show seating passes for group directors

"Performer release forms" will be collected

All performers must have this form completed prior to your group's arrival

LUNCH

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5:15 PM ANNOUNCEMENTS AND MEETING

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5:30 PM REHEARSAL

6:00 PM ROBE DISTRIBUTION AND BREAK

Directors may enter Epcot to take their seats in the house

6:30 PM RISER LINEUP, PROCESSIONAL FORMATION AND CANDLE DISTRIBUTION

Two backstage attendants from each group are escorted to the stage and one backstage attendant remains in the lunch tent.

6:45 PM SHOW

7:40 PM BETWEEN SHOW BREAK

7:55 PM RISER LINEUP, PROCESSIONAL FORMATION AND CANDLE DISTRIBUTION

Directors are to return to the pre-show area

Two backstage attendants from each group are escorted to the stage

8:15 PM SHOW

9:15 PM SHOW ENDS

2011 CANDLELIGHT PROCESSIONAL INFORMATION FOR CHOIR MEMBERS

WELCOME!

The Massed Choir your group is part of is assembled of choral groups selected from all over the world. 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.

The production staff has put this information together to help you prepare for your performance. Read it carefully, as all choir members will be held to these guidelines in order to perform. Your choir director will be able to answer your questions if you need any clarification.

IMPORTANT INFORMATION AND REMINDERS

Please keep in mind that you are receiving complimentary tickets for participating in this production. In order to ensure that you are able to perform and to receive your tickets, please abide by all procedures including:

You must arrive with your group in order to perform. If you cannot arrive with your group, you will not be able 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!

Camera and cell phone usage is not permitted in any employee, pre-show, or backstage area. iPods and other music players are not allowed at rehearsal or on stage. Please give them to a chaperone or leave them on your bus. Students with these items on stage or in rehearsal will be removed from the performance.

The theater for this show 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.

On the day of your performance, drink plenty of water and eat a good lunch.

Perform in the Show! Smile and Have Fun!

Solid White Shirts
Solid Black Full Length Pants
Solid Black Shoes
Solid Black Socks/Hosiery
Socks must come above the ankle

PERFORMANCE DAY SCHEDULE

Lunch will be provided when you arrive with your group. It contains a boxed cold lunch and water.

Rehearsal begins right after lunch.

The choir will be assembled in our rehearsal facility on risers that resemble the stage risers.

When the rehearsal begins, we expect choir members to focus on the directions of the Guest Talent Coordinators and the conductor.

After rehearsal you will receive a choir robe, collar, and a battery operated prop candle for the performance.

Guest Talent Coordinators will direct you into the processional formation and throughout the show.

It is important to remember that the show begins once you enter Epcot for the processional. It continues until you leave the park and are no longer visible by park guests.

As part of the processional, you will walk a short distance in the park and enter through the audience to the stage.

There are no microphones in the audience area so you must project your voice towards audience members and Smile!

Once on stage, there will be hanging microphones overhead. These microphones are always on. An audio technician individually monitors each microphone during the show, so remember not to talk while on stage.

Misbehavior will result in removal from the show

A NOTE ABOUT FLORIDA WEATHER

Winter weather in Florida can be unpredictable and ranges from 30°- 80°. 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 and the high level of lighting. 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 mid-drifts showing and no logos.



2011 CANDLELIGHT PROCESSIONAL

INFORMATION FOR CHAPERONES

WELCOME!

The production staff has put this information together to help you prepare for your group's performance. Read it carefully, as all chaperones will be held to these guidelines in order for your group to perform. Your choir director will be able to answer your questions if you need any clarification.

IMPORTANT INFORMATION

All Chaperones must be at least 21 years of age or older. Because you will be entering a secured, employee only area of Epcot, you will be given a Chaperone ID badge to identify you as part of the production to Walt Disney World® Company Security and production staff. You will be required to carry personal ID with you as well.

There will be a mandatory meeting for *ALL* chaperones with one of our Guest Talent Coordinators. Following the meeting, those chaperones not acting as one of the three required Backstage Attendants, will be escorted into the park via the brown door between Italy and Germany by a Guest Talent Coordinator. Please use only this door to move between the park and the pre-show area. Also, please note that you should still be accompanied by a cast member and should not access this door alone.

HOW CHAPERONES CAN SUPPORT THEIR CHOIR MEMBERS

Familiarize yourself with each performer in your group or those you have been assigned to chaperone.

Remain with your group until you have been released by the production staff.

Upon arrival, collect cell phones, pagers and cameras. *Any use of these items from chaperones, directors and performers in our backstage and pre-show areas is prohibited.*

Encourage the performers to drink plenty of water and stay hydrated.

Check with your director regarding who will act as Backstage Attendants.

Assure that each performer can 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 things such as: extra black socks, shoelaces, black shoes, safety pins, white t-shirts, black pants, Tylenol, band-aids, etc...

CHAPERONES ACTING IN AN OFFICIAL CAPACITY, THIS INCLUDES ALL THOSE ARRIVING WITH THE GROUP, ARE NOT PERMITTED TO PURCHASE THE "CANDLELIGHT" DINNER AND SHOW

FOR THOSE SELECTED TO BE A BACKSTAGE ATTENDANT

In order for your group to perform, we require three of your chaperones to be Backstage Attendants. To fill this role, each chaperone must be at least 21 years of age and willing to assist if there is a medical emergency.

Backstage 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.

Two of the Backstage Attendants will be escorted to the stage, where they will remain in the wings during the performance. These two Backstage Attendants will be the first people we go to if consent for medical treatment of a minor is needed as well as accompanying the minor while being transported in the unlikely event of an emergency.

The third Backstage Attendant will remain in the lunch tent in the event that a performer cannot perform, to act as a school representative for WDW staff and to watch over belongings in the tent.

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

ALL chaperones who are being escorted to the stage for performance **MUST** be at the designated location on time. Because of the important responsibilities given to the backstage chaperones, i.e., medical authorization, failure to meet on time may result in the entire school being pulled from our production.

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 in the Queue line to see our show, chaperones and any other school representative including parents must follow WDW Park guidelines as would be expected by any other of our day guests. Any guidelines that are not adhered to by any school representative such as saving a place in line or allowing others to "cut" the line can result their removal from the park.

CANDLELIGHT PROCESSIONAL DRESS CODE FOR CHOIR PERFORMERS

SOLID WHITE SHIRTS

NO PRINTS OR LOGOS.

ANY STYLE IS FINE, EXCEPT HIGH COLLARS.

T-SHIRTS AND TANK TOPS ARE ACCEPTABLE
AND RECOMMENDED DURING WARMER
WEATHER.

NO BARE MIDRIFTS PLEASE

SOLID BLACK PANTS

WE REQUIRE FULL LENGTH BLACK PANTS,
IN GOOD CONDITION.

NO CAPRIS, STRIPED, PRINTED, FADED OR
STONEWASHED PANTS INCLUDING JEANS.

BLACK HOSIERY / SOCKS

SOCKS ARE REQUIRED AND MUST COME ABOVE
THE ANKLE.



JEWELRY & ACCESSORIES

PLEASE KEEP TO A MINIMUM.

EARRINGS SHOULD NOT BE LARGER THAN A
QUARTER

FOOTWEAR

YOU MUST WEAR A SOLID BLACK ATHLETIC OR
DRESS SHOE WITH BLACK SHOE LACES.

(PLEASE SEE NEXT PAGE FOR EXAMPLES)

CANDLELIGHT PROCESSIONAL DRESS CODE FOR CHOIR PERFORMERS

ACCEPTABLE FOOTWEAR



COMFORTABLE, ***ALL-BLACK*** ATHLETIC OR
ALL-BLACK DRESS SHOES

*PERFORMERS PLEASE CHOOSE SHOES FOR
COMFORT AS YOU WILL BE STANDING AND
WALKING FOR EXTENDED PERIODS OF TIME

**FOR SAFETY AND COMFORT, PLEASE AVOID
WEARING HIGH HEELS**



UNACCEPTABLE FOOTWEAR

SHOES WITH NON-BLACK SOLES,
NON-BLACK LACES, NON-BLACK STITCHING

SANDALS

OPEN TOED SHOES

FLIP FLOPS

BOOTS

UGGS

