

# Welcome to Swan Lake!

*Congratulations to your child who is a part of this very special production of Swan Lake. This year's performance will take place on Thursday April 12, 2012 at 10am and 7pm at the Holiday Star Plaza. There will be a **MANDATORY** dress rehearsal on Wednesday April 11th.*

*Volunteers are what make this production run. Without the many special people who volunteer, we could not have the number of performers that we do. We would like to thank everyone in advance. In your packet, you will find a volunteer sheet. Please check on two or three preferences so that we know where you are the most comfortable. Every family must do their part. This is MANDATORY. Please do not volunteer for anything that you think that you will not be able to fulfill. We rely heavily on those who sign up and trying to find people to replace empty slots at the last minute is stressful for everyone-the directors, the coordinators and the performers. Please Note: ALL 5 year old performers MUST have a mom or adult female relative sign up as a room parent for ALL shows. This DOES NOT mean that you will be assigned to their group.*

*We encourage you to keep this packet and all mailings with this packet. You will be getting a plethora of information that may not answer a question that you have today, but will answer a question in the future. Please take the time to read everything that you are given.*

# How to Communicate to Get INFORMATION

Mrs. Tuohy

NO parent should call her!



**Backstage Coordinator: Michelle**

Phone: 219-345-3865 or 219-688-8997

Email: [michelle@ibtnw.org](mailto:michelle@ibtnw.org) or [twinsmommy@mchsi.com](mailto:twinsmommy@mchsi.com)



Costumes:

Pam Seneczko

[pjseneczko@afcintl.com](mailto:pjseneczko@afcintl.com)

Phone Mom/Dad:

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Tickets/Ushers/Schools:

Sandy O'Brien

[timandsandyobrien@hotmail.com](mailto:timandsandyobrien@hotmail.com)

Girl Scouts:

JoAnn Munro

[jo.munro@frontier.com](mailto:jo.munro@frontier.com)

Merchandising:

Monica Ward

[Monicaok1@live.com](mailto:Monicaok1@live.com)

Playbills/Shout Outs/Ads

[IBTNW@HOTMAIL.COM](mailto:IBTNW@HOTMAIL.COM)

## Training Sessions for New Volunteers

You will be notified by Mid February which volunteer position you have been assigned. **ALL Room Moms** are **REQUIRED** to attend the Room Mom Training. The room mom meeting will be set at a future date and time. Other Volunteers will receive training information via email and at Dress Rehearsal. **It is MANDATORY that ALL VOLUNTEERS attend dress rehearsals!!!!**

Usher's training will be held the evening of the Dress Rehearsal (Wednesday April 11<sup>th</sup>) at 5:30pm.-Holiday Star

### **Holiday Star Plaza Info:**

#### *Arrival Times for Volunteers~Holiday Star*

	Wednesday Dress Rehearsal 4/11/12	Thursday AM Show 4/12/12	Thursday PM Show 4/12/12
Props	4:30pm	9:00am	6:00pm
Security	4:15pm	8:15am	5:15pm
Quick Change	6:00pm	8:45am	6:00pm
Runner	4:45pm	8:30am	5:30pm
Room Mom	4:30pm	8:30am	5:30pm
Room Mom Coordinator	4:15pm	8:30am	5:30pm
Ushers	5:30pm	9:00am	NA

#### *Arrival Times for Performers~Holiday Star*

	Wednesday Dress Rehearsal 4/11/12	Thursday AM Show 4/12/12	Thursday PM Show 4/12/12
Act 1	4:30pm	8:30am	5:30
Act 2	4:45pm	8:45am	5:45pm

### **Cast Photo**

Cast Photo will be taken immediately following the Thursday (4/12/12) 10:00am performance.

### **Photos**

Times are assigned for the performers to come out in their costumes to take pictures with their family. This is only done for the night performances. If you have multiple performers in the production email Michelle and we will make arrangements with you

for your performers to come down at the same time. If the scheduled say is a problem please email Michelle and we will make arrangements for your performer(s).

HOWEVER we CANNOT allow the same performer to come down both days. Please take this into consideration when you purchase your tickets. **Deadline to change the Photo Time: Monday April 2<sup>nd</sup>.**

To find your performers group you will go over to the far East Entrance where you drop off and pick up your child. The Children must stay with their groups and MAY NOT go into the auditorium.

**Schedule~Holiday Star:**

Thursday Before the Show 6:20-6:40pm:

**Downstairs:** Court Ladies/Gents, White Swans, Waltz Dancers, Village Dancers, Jester, Server, Benno, Tutor

**Upstairs:** Pages, Dewy Fairies, Toads, Fish

Thursday Intermission:

Downstairs: Black Swans, King/Queen Mist, Spanish, Russian, Romanian

Upstairs: Mist Attendants, Mist Monsters, Dragon flies

**Notes:**