

# DISNEYLAND PARK 2018 CANDLELIGHT CEREMONY

## Key Dates

### Due Date- TBD

#### **Choir Registration**

- You will receive an email when the registration page is available along with the instructions on how to register your choir members.

### Due Date- October 26<sup>th</sup>

#### **Minor Forms**

- Return completed Guardianship and Medical Authorization for Minor Form.
- Return completed Consent Form.
  - ❖ These forms must be mailed or delivered in person. Emailed or faxed copies will not be accepted.

### Due Date- Nov 2<sup>nd</sup>

#### **Show Ticket Order Form**

- Return completed Director and Administrative Show Ticket Order
  - ❖ These forms can be mailed or emailed to [dlr.candlelight@disney.com](mailto:dlr.candlelight@disney.com)

### Due Date- Nov 9<sup>th</sup>

#### **Chaperone Registration**

- Register your chaperones. Please make sure to include a cell phone number for each chaperone. This will be used as an emergency contact number for the night of the show.
- Chaperone supervision for minors must be at a ratio of 1 chaperone to every 20 students.
- Chaperones are not required to attend a regional.

### Nov 13<sup>th</sup>, 19<sup>th</sup>, 20<sup>th</sup>, 27<sup>th</sup> ✱

#### **Regional Rehearsals**

- Attend a regional rehearsal with your choir. Please remember that attendance at a regional rehearsal is mandatory for all choir members for participation in Candlelight.
- Candlelight staff will be logging attendance of all participants at each regional rehearsal.
- Only those who attended a regional rehearsal will be allowed to perform at Candlelight.

DISNEYLAND® PARK  
2018 CANDLELIGHT CEREMONY



## CANDLELIGHT CHOIR INFORMATION

All of the following information is important to the successful participation of your choir in the 2018 Candlelight Ceremony. Please read it carefully and discuss with the members of your choir, their parents (as applicable), and chaperones.

*Need valid Drivers License or School ID*

### PERFORMANCE DAY SCHEDULE

- |                   |  |
|-------------------|--|
| 1:00 p.m.         | Candlelight choir member check in opens<br>Arrive to the Disneyland® Resort (see arrival instructions)<br>Choir members are issued robes and complete costume check. |
| 2:15 pm           | <b>Call time – Rehearsal is called to order</b><br><u>Late arrivals will not be admitted.</u>  |
| 4:10 pm           | Line-up begins for first show  |
| 5:55 pm           | Step off for 1 <sup>st</sup> Candlelight Processional  |
| 5:30 pm           | <b>Candlelight ceremony begins (1st show)</b>  |
| 6:15 pm           | First program concludes  |
| 7:10 pm           | Line-up begins for second show   |
| 7:40 pm           | Step off for 2 <sup>nd</sup> Candlelight Processional  |
| 7:45 pm           | <b>Candlelight ceremony begins (2nd show)</b>  |
| 8:30 pm / 7:00 pm | Second program concludes   |

## What to bring?

*\** All participants must carry a valid driver's license or school ID for admission to the rehearsal. The Disneyland® Resort will not admit performers, directors or chaperones who forget their IDs, who are not registered, or who did not attend a regional rehearsal.

*\** The following items may be brought into the rehearsal:

- Thin jackets and sweatshirts that can be worn inconspicuously and invisibly under a choir robe. Hoodies and thick jackets are not permitted as they are not inconspicuous under the robe.
- Very small purses and cross-body bags that can be slung over one shoulder, or belted to the waist, and worn inconspicuously and invisibly under a choir robe.
- Items that can be placed inconspicuously and invisibly in pockets under a choir robe.
- Snacks may be brought into rehearsal provided that the container and all wrappers are disposable.

*\** The following items may not be brought into the rehearsal:

- Backpacks and other bags that will be visible under a choir robe.
- Any item that requires the choir member to hold it in their hands during the performance.

\*Choir members will not be admitted into check in with these items.


All bags (i.e. sack lunches and purses) are subject to inspection when entering the Disneyland® Resort.

## ARRIVAL & CHECK IN INSTRUCTIONS

- The designated Candlelight choir parking lot location, drop off times, and maps will be given at the regional rehearsals.
- Busses bringing choir members to the Disneyland® Resort should access the East Shuttle Area off of Harbor Blvd to drop off participants. ~~Once participants have been dropped off, the bus should relocate to the Toy Story Parking lot located at Harbor Blvd and Convention Way to park for the day. \*Please note that this is a new location.~~
- Cars parking for the day should go to the designated Candlelight choir parking lot, and take the provided shuttle service to the East Shuttle Area.
- Once dropped off, all participants, designated chaperones and directors should proceed to Candlelight Choir Check-In.
- At check in, choir members will be identified by picture ID, confirmed with their riser position assignment, cleared through security checks and issued their choir robe. This process may take some time – please allow plenty of time for this process before the rehearsal begins.
- Directors should proceed to the "Director's Check In" table once they have arrived.
- Please arrive dressed appropriately for performance (see Costume Guidelines below). Changing facilities are not available on the day of the event.
- Once checked-in, choir members, directors and chaperones will proceed to the rehearsal area right away to ensure an on time start to rehearsal. Directors should remain available to assist in

maintaining order of their choir prior to the start of the rehearsal. Encourage your choir members to anticipate restroom needs prior to the start of rehearsal.

### Important!



**Participants who arrive late to the call time will not be admitted!** Please ensure that your entire choir arrives on time, regardless of earlier commitments. *Late arrivals will be turned away.*

**Only choir members, directors and chaperones that you have registered will be allowed in the rehearsal area. Those who were not registered will be turned away.**

### CHAPERONE INFORMATION

- Chaperones required for the supervision of minors at a ratio of one (1) chaperone for every 20 students are welcome to participate!
- When registering chaperones, please be sure to include a mobile phone number that the chaperone will answer on the day of the event in case they are needed.
- The last day to register chaperones on the website is November 9th.
- If a chaperone needs to be replaced, please notify us immediately.
- Chaperones will not have the ability to come and go from the rehearsal at will.
- **One chaperone from each group will be assigned to a backstage location during each show to assist us with any issues that might occur with minor students. Please select your chaperone(s) (a different one for each show, if applicable) for this position prior to your arrival.**
- Ticketing: Each chaperone will be given a complimentary *Disneyland*<sup>®</sup> Resort Passport for the night of their choir's performance prior to entering the Park. The ticket includes Candlelight seating for one show.
- Chaperones can meet up with their group at the Main Entrance of the Park immediately following the second show.

## COSTUME GUIDELINES

The following appearance guidelines are required for participation in the Candlelight Ceremony:

### ALL CHOIR MEMBERS:

- Black slacks (or skirts with black tights), socks and shoes. Garments must be completely black.
- Outer top layer must be a solid one-color shirt, blouse, sweater, sweatshirt or jacket. Only a white cotton turtleneck or collar may be visible above the robe's collar.
- Flat shoes are recommended; heels are discouraged.
- See Costume Guidelines handout for details.

### NOT PERMITTED:

- Pants: Jeans; capris; sweat pants; faded pants. — *even black jeans not permitted*
- Shoes: Shoes with accents, logos or contrasting shoe laces; hiking boots or sandals, heels higher than 2".
- Tops: Patterns and graphics, hoodies, thick jackets.

It is strongly recommended that you check your choir members for costume challenges before you depart your school or church for the *Disneyland*® Resort. Disney Entertainment Staff will check for appropriate costuming at Check In and throughout the rehearsal; performers who fail to meet the costume requirements and cannot make appropriate alterations will be dismissed from the rehearsal and performance.

There will be no changing facilities available to your choir members. Choir members should arrive dressed for the performance.

## CONCLUSION OF PROGRAM

- After the second performance, the choir will exit the stage and will be escorted out the *Disneyland*® Park Main Entrance.
- Each choir member will receive a courtesy passport to re-enter *Disneyland*® Park for the remainder of the evening once they have returned all *Disneyland*® Resort property (candles, collars and robes).

## DISNEYLAND® RESORT PASSPORT INFORMATION

### Participant/Director Passports

Each participant and director will receive one (1) complimentary *Disneyland*® Resort Passport valid for a future visit to the *Disneyland*® Resort. Please remember to check your Passport for its expiration date. This expiration date is final and cannot be extended for any reason. Please note and communicate any block out dates listed on the ticket as well as the expiration date.

### Spouse/Guest Show Passports

You will receive confirmation for your complimentary passports requested for your spouse or guest. The confirmation will have a specified pick up location. Please contact us if you do not receive your confirmation a week prior.

## INSTRUCTIONS FOR COMPLETING ENTERTAINMENT WORK PERMIT AND MEDICAL FORM

*Disneyland*® Resort is required by the State of California to obtain Entertainment Work Permits for all minors participating in Candlelight. A minor is defined as any individual less than 18 years old. Those who are not yet 18, but have completed high school (Graduated, GED), do not need a work permit.

The following material will need to be completed by each minor in a school or church choir and returned by **OCTOBER 26<sup>TH</sup>** to Ann Holbrook at one of the addresses below:

Mailing Address:

Disneyland Resort/Guest Talent Events TDA 336X  
Candlelight Event  
P.O. Box 3232  
Anaheim CA 92803-3232

Overnight Shipping Address:

Disneyland Resort/Guest Talent Events TDA 336X  
Candlelight Event  
1020 West Ball Road  
Anaheim CA 92803-3232

If you wish to deliver your forms in person at our Team Disney Anaheim visitor center, please call Stephanie Hennebry, Ann Holbrook, or Chelsea Long at 714-781-7634 to set up a drop off time

Minor Paperwork Instructions:

1. Consent Form

- Parent or Guardian of each minor must sign and date both places on the first section.
- Each minor's school **MUST** complete the school section (even if you are a church choir). **This section must be signed by the Principal, Vice-Principal, Dean or Counselor. Copied signatures or the signatures of the nurse, attendance officer or office manager are not accepted.**
- If a minor is home schooled, please refer to instructions included with consent forms.
- Please make sure each minor completes **ALL** the sections with his/her name, address, date of birth, age, height, weight, guardian phone number.
- A complete address for the student must be included. PO Box is not acceptable.

2. Guardianship and Medical Authorization

- Choir director or chaperone that will be at the event must be listed on the top and sign the bottom. Parent or Guardian of each minor must sign the middle.

IMPORTANT!

- Paperwork must be completed in Blue or Black ink. Pencil and any other color inks will not be accepted.
- Original forms with authentic signatures will be accepted. Faxed or emailed copies are not acceptable.
- Minors who do not submit the necessary forms correctly and on time will not be allowed to participate in the Candlelight Ceremony.
- Once the completed forms are received, *Disneyland*® Resort will obtain an Entertainment Work Permit from the State of California. The *Disneyland*® Resort will also provide certified studio teachers as required by California State Law; they will be in attendance on each performance day.

Contact Info:

Email: [dlr.candlelight@disney.com](mailto:dlr.candlelight@disney.com)

Phone: (714) 781-7634