

GREG THOMPSON PRODUCTIONS

DOWNTOWN SUMMERLIN HOLIDAY PARADE

THINGS YOU NEED TO KNOW!! MANDATORY! MUST READ!

Email: dtsholidayparade@yahoo.com

Greg Thompson Productions, Inc. Seattle Office: (206) 281-0885

GREG THOMPSON PRODUCTIONS, INC: For almost 50 years GTP has been one of the most prolific production companies in the world, staging hundreds of shows for theatres, casinos, cruise ships, television and film. GTP produces the Downtown Summerlin Holiday Parade for the Downtown Summerlin.

GREG THOMPSON PRODUCTIONS, INC ADMINISTRATION (SEATTLE HEADQUARTERS):

- **GREG THOMPSON:** Producer, Director, Writer, President, Greg Thompson Productions & Lipstick Productions. He has been producing plays, musical revues and events for the stage for almost 50 years, presenting over 600 productions, averaging 15 openings a year over four decades and has compiled an incredible total of over 50,000 performances all over the world.
- **DOMINIQUE ALVAREZ:** Accountant, General Manager, Legal and Office Manager to GTP since 1996
- **MIMI COUNTRYMAN:** Wardrobe Supervisor to GTP since 1986
- **AMBER VINEBERG:** Administrative Assistant and performer for GTP since 2014.

DOWNTOWN SUMMERLIN HOLIDAY PARADE ON SITE MANAGERS:

- **MISTINGUETT:** Managing Director and Choreographer for Downtown Summerlin Holiday Parade. Exclusive choreographer for Greg Thompson Productions for 25 years choreographing and designing costumes for more than 500 productions around the world.
- **WOODY WOODBURN:** Float Tech/Parade puller Manager. Technical Director and Lighting Director to GTP since 1978.
- **KENDAL LENIK:** Downtown Summerlin Holiday Parade Administrative Manager since 2015. In charge of cast sign in, reporting payroll, updates, and notes.
- **MILESSIA DORENKAMP:** Downtown Summerlin Holiday Parade Administrative Assistant since 2015.
- **JUDI WILLIAMS:** Downtown Summerlin Holiday Parade Wardrobe Manager since 2015 with over 30 years of costume experience. She will be fitting the cast under the direction of Mimi Countryman.

YOU: Are an employee of Greg Thompson Productions, Inc. All questions, concerns, comments are to be directed to the above staff as instructed. DO NOT contact Downtown Summerlin Management or Mall Employees on your own concerning any aspects of the show. You must go through the proper chain of command: Greg Thompson Productions, Inc.

SHOW PERFORMANCE:

- **Give it your all every night! You are being paid to "perform." We expect you to have lots of energy, know your music and choreography and most importantly HAVE FUN AND SMILE!**
- You are "on" the moment you arrive at Downtown Summerlin until the time you leave. Remember you represent the Downtown Summerlin Holiday Parade and Greg Thompson Productions, please act and dress appropriately while on the premises (even when not performing).
- Please be respectful of your managers, co-workers and fellow cast members by coming to work on time, taking direction and being prepared. Please be professional by being quiet and listening during our nightly meetings! We expect you to execute the ongoing and or new directions you are given every day. Failure to do so will result in warnings, reprimands and possible termination.
- This is a great job...enjoy it!
- You are a representative of our company while on property. We expect you to be on your best behavior and follow all rules and policies. The use and/or possession of drugs or alcohol while on the premises at any time is strictly forbidden.

SCHEDULING:

- **You are expected to work the dates you have been contracted to work! BE ON TIME!**
- **We perform in all weather conditions! Sun, Rain, Hail, Snow, Wind, Storms, etc. The show must go on and you must be there!**

CALL TIME:

- **Call time is 4:30 PM every night (except for opening night Friday 11/18 at 3:30 PM). Be on time!**
- **Be sure you SIGN IN as soon as you arrive.** If you do not SIGN IN we will assume you are not present therefore late or a no show and you will not be paid, possibly fined and may jeopardize your future dates of performance. Only you may sign in for yourself! Do not sign in for others!
- We would like everyone to stay healthy, so be sure to wash your hands or use the provided hand sanitizer before signing in.
- Please arrive with a smile, good attitude and energy ready to perform.

LATENESS:

- **Be on time! Be on time! Plan for holiday traffic, weather conditions and parking!**
- If there is a problem and you are going to be late, you need to call and let your manager know why you are late and when we can expect you!
- This is a very busy time of year, especially around Downtown Summerlin, so be sure to allow enough time for traffic and to look for a parking spot. You will be surprised at how long this can take especially as we get closer to Christmas day.
- Excessive tardiness or tardiness without a phone call will result in a warning first, meeting with the manager, make up time, possible replacement costs and may jeopardize your future performance dates.

PARKING:

- This is a busy time of year with holiday shopping, allow plenty of time to park!

CANCELLATION POLICY:

- **You have been contracted to work the dates you have committed to and we are all counting on you to show up to work on those dates on time!** You are expected to work the dates you have been scheduled and contracted to work!
- **Replacement costs will be charged if you do not perform as scheduled and contracted.**
- The only exception is a major personal emergency or illness. Please provide a doctor's note. As soon as you become aware of this situation please notify your manager so we can try to find a replacement which will keep your fines/costs down! Please stay safe and healthy so this does not become an issue.

UNIFORM/COSTUME:

- You will be required to attend a scheduled fitting for your costume. We will notify you of your fitting appointment. Please wear specific undergarments as outlined by wardrobe for your fitting.
- All characters will need to provide under garments to be worn under your costume as directed by the Wardrobe Supervisor.
- You must be well groomed, wear antiperspirant and have clean hair in the appropriate hair style.
- For your health, wash your hands frequently &/or use the hand sanitizer that will be available at the sign-in table.
- GTP will provide lipstick to all female Unmasked Characters and Dancers.
- All masked costumed characters must dry off their animal heads with towels provided on wet nights.
- You must hang up your costume properly in the place designated by GTP Wardrobe department every evening after your performance. If we find your costume on the floor or not hung up properly, you will be asked to check with the manager before leaving nightly and show them that your costume is put away properly. Several warnings may result in a fine and may jeopardize your future performance dates. An antibacterial spray will be available to spray on and in your costume as directed by your managers. Unmasked Costume Characters and Dancer hair styles to be directed by wardrobe supervisor. You must maintain your appearance from application and audition unless otherwise directed by GTP.
- Notify the manager or wardrobe supervisor of any repair needed &/or problem immediately so we have time to repair it! There will be a "costume repair notebook" on the check-in table for you to write in your name and detailed costume repair issue. Do not wait until the following night when you need to be getting dressed to let us know. We may not have time to repair it and you may not be able to perform which could result in not getting paid for that day.
- GTP is not responsible for personal valuables or money left in the staging area during your time at work. Do not leave purses and valuables at your costume station unattended. Be smart and don't bring more than you need to the staging area. The staging area will be locked up during performances.
- No food in the dressing rooms.
- No drinks such as coffee, juice, pop or energy drinks. Only water is permitted near your costumes (water containers must have a lid).
- No costumes or partial costumes can be worn when visiting the restrooms on property. DO NOT leave the staging area level (do not go down the stairs/elevator to the lower corridor) with any costume pieces on! The restroom across from the staging area (same level) is the ONLY place you are allowed to use in partial costume.
- Wig caps only to be worn in dressing area and under wig. No exposed wig caps in common areas or rehearsal area.

CLEAN UP AFTER YOURSELF:

- Before leaving each night you are required to pick up after yourself! Please throw away all trash in and around your area of the staging area.

EMAILS/COMMUNICATION: (DTSholidayparade@yahoo.com)

- **Due to the large number of performers, our correspondence is primarily via email. Please read them carefully. You are responsible and will be held accountable for all of the information sent.**
- If you do not feel that you have given us a reliable email address, let us know an alternate email address that we should add so that you receive all of the emails. Please keep us updated on any changes with your contact information.
- Due to the large amount of performers, some email accounts see my email as spam. Please be sure to “unblock” our address so that my messages come through as regular mail.
- You will be given the Administrative Managers number to call in case of an emergency prior to the show. Otherwise we ask that all general questions, concerns and comments be directed to our Seattle Staff at dtsholidayparade@yahoo.com or 206-281-0885.

REHEARSAL:

- **You will be required to attend rehearsal(s) as follows to go over job duties and the parade route.**
 - **ALL CAST REHEARSAL: Thursday, November 17, 2016 from 7:30 PM to 10:30 PM**
 - **DANCERS: Choreography will be emailed to you prior to rehearsal. Additional rehearsals may be added as needed.**

TENTATIVE SCHEDULE OUTLINE:

**NOTE: 3:30 PM CALL ON OPENING NIGHT, FRIDAY, NOVEMBER 18th, 2016
and 4:30 PM CALL TIME ALL OTHER NIGHTS.**

- 4:30 PM: CALL TIME! YOU MUST BE AT THE STAGING AREA AND SIGNED IN BY 5:30 PM! **(3:30 PM ON 11/18!)**
- You must sign in to get paid!
- 4:30 PM to 4:35 PM: Put treats to pass out in your bags. Break down treat boxes and put in recycling.
- 4:35 PM to TBD: MEETING: Please be in the meeting area at 4:35 PM Sharp! During the meeting we will do roll call, rehearse, make announcements and give notes. Phones must be turned off. Please be quiet and listen carefully during the meeting. If there are minimal notes, which means everyone is doing what they are supposed to do and everyone is quiet and listening, you will usually have time for a short break.
- 5:00 PM to 5:25 PM: Get ready! Costume/Uniform/Make-up on!
- Approx 5:30 PM: Be standing QUIETLY in line ready to go out! Unmasked Costumed Characters help the Masked Costumed characters with their heads, gloves and costume.
- Approx 5:35 PM: Exit to Street. Lots of Noise and Excitement!
- 5:35 to 5:50 PM: Pass out treats to children, dance with the audience, shake hands, talk/interact with the kids, and pose for photos along sidewalks prior to parade. Involve the audience, get them excited! Mingle! Smile!
- 5:50 PM: Get in position for the start of the parade.
- 6:00 PM: PARADE! Show time! Dance! Interact! Shake hands! Pass out treats along the parade route.
- After the Parade: Be sure to hang up costumes and put everything away. Notify us of any wardrobe repairs &/or problems immediately after the show by writing in the “Costume Repair Notebook” on the sign-in desk.
- The staging area is locked up half hour after the end of the performance each night, so be sure to collect all your personal belongings before leaving for the day.

We are looking forward to spending the Holiday Season with all of you!

JOB DESCRIPTIONS

MASKED COSTUMED CHARACTERS: (All genders)

Although each masked animal costume looks different they all have basically the same parts consisting of a “Disney-like” character head, a full jumpsuit body, flat work boots or shoes, spats, mittens, and accessories such as scarves, hats, vests etc. (You are required to wear clean socks, T-Shirt, shorts/leggings or light weight PJ pants under your costume for every performance.) Women: your hair needs to be neatly tied back so that it stays off your face when you place your headpiece on. You can also use a bandana or headband as provided. The Masked Characters’ costumes are quite warm and you will sweat, so you will need to wear clean shirts under your costumes to avoid soiling your character costume. Neck ice packs are provided. You do have to be comfortable with wearing a character head for the duration of the performance.

PERFORMANCE: Your job is to be fun and energetic without words. These costumed characters do not speak. Your costume makes you bigger than life and all your movements must be bigger than life as well. The costumed characters are not as mobile and cannot see as well in their costumes. An unmasked costumed character will be helping you if you need to navigate when in the crowds. Your helper will bring you to your float or parade location and then re-join you at the end of the performance to assist you back to the staging area. You must always be courteous and polite. Try not to block traffic flow of the patrons trying to move down the sidewalk. Everyone wants to take pictures with you, and yes, you have to smile too as sometimes the flash of the camera can catch a glimpse of your face through the character’s eyes or mouth in the photos. You will need to stroll, skip, and pose in an animated cartoon like fashion as directed. You have limited sight lines in the costume and have to turn carefully. Be aware of very small children right behind you or attached to your leg. Since the costumed characters do not speak, your partner will “keep an eye” on you and try to keep you safe & happy. Everyone loves the Holiday characters; they lift everyone’s spirit by their sheer presence and the more animated you can be, the more memorable you will make the experience for the audience.

UNMASKED COSTUMED CHARACTER (Ladies Only):

We have various unmasked costumes which you will be assigned such as a Santa’s helpers, Princess, Fairy, Elf or other Holiday inspired Character.

You will be wearing a pair of vinyl go-go boots with a 3" chunky heel, and must be able to walk the distance of the parade in these boots for each performance. You are required to wear clean undergarments under your costume as outlined in the future by the wardrobe supervisor, such as a baby doll shirt with short sleeves, bra and underwear for every performance. Nice special occasion make-up is required daily. A special color lipstick will be provided by GTP that must be worn by performer for all performances. NO GLITTER is to be worn on the eyes or skin in any fashion.

PERFORMANCE: Your job is to interact with the children, dance around, smile, some will pass out treats, help keep the paths clear and spread cheer! You are encouraged to speak to the patrons and pose for photos. All performers will need to have a very pleasant smile and warmth to them so that they are approachable and sweet. You may be assigned a masked character that you will need to guide to and from the parade and on the sidewalk or street. Since the costumed characters do not speak, it is important to “keep an eye” on your masked character and try to keep them safe & happy. They are often surrounded by kids and adults trying to get pictures and sometimes they need to be guided to a better place. Think of it as a buddy system.

DANCING PERFORMERS (Ladies Only):

A cute, short, classic coat worn over leotard & tights. The costume is topped off with a bob wig to give a uniform look and a holiday decorated pillbox hat, finished off with gloves and accessories. Everyone will have a matching bag to carry treats in that you will be passing out to the kids. You will be wearing a pair of vinyl go-go boots with a 3" chunky heel, and must be able to walk the length of the parade in this boot for all performances.

Nice special occasion make-up is required daily. A special color lipstick will be provided by GTP that must be worn by performer for all performances. NO GLITTER is to be worn on the eyes or skin in any fashion. The performer will have to provide their own make-up (minus lipstick) for the performances. For long hair we will give directions on how to put it up under the wig at the fitting & you will be provided a wig cap to keep your hair in place under the wig. Performer may have to provide some hair clips to make her hair stay under the wig.

PERFORMANCE: The performers are required to have knowledge of dance moves, have rhythm and be aware of spacing. They must perform with high energy, smiling faces, and remember & perform choreography at an elementary, intermediate or higher dance level.

DANCING TECHS/FLOAT PULLERS: (All genders)

You will be assigned & wear a military style marching band uniform provided & fitted to you complete with bibber pants, jacket, gauntlettes, sash & shako with plume. You will be required to wear your own clean t-shirt & shorts or light weight pants under your uniform each day in order not to soil your uniform too quickly. You will need to provide your own clean black socks each night and a plain black shoe with no color markings on it at all. These can be *Dinkle* band shoes, a dress shoe, black sneaker or boot, as long as they are solid black.

PERFORMANCE: Looking for 12 self-starters who have good energy, enthusiasm, a positive attitude, interacts well with the public and co-workers and are dependable.

You will need to set up and strike our folding parade floats nightly. You will need to assist in maintaining the floats and making repairs to them as needed. You will assist the performers on and off the floats before and after the parade. You will guide and pull a float along the parade route. You will be stopping at directed times, playing a tambourine and doing some light choreography at the intervals. You will need to put the float away safely each night. You will receive training videos on how to open/close your parade float and how to do repairs along with on-site training by your Tech Manager. You must be physically fit and able to walk approximately 1 mile in 20 minutes no matter what the weather while pulling and guiding a float.

ALL MEMBERS: Each member of the parade will have a half hour fitting of their costumes or uniform with the wardrobe supervisor at which time you will be given very specific instructions on how to put on, wear, & store your costume or uniform. You will be assigned a station in the staging area which you will be accountable & responsible for the exact storage of your assigned performance pieces each day. The job requires focus & responsibilities backstage as well as exuberance in your performance.

This is a very unique job, and it may be the most fun “job” you ever have! It is a privilege to be accepted as a part of the Downtown Summerlin Holiday Parade cast and we hope it will be a privilege to work with you.

Greg Thompson Productions, Inc. is looking forward to working with you this year and to a wonderful holiday season!