



the National Showcase Competition Group
with the Fort Collins Figure Skating Club

Handbook



Updated January, 2019

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Quick Overview	
Rehearsals:	Held at EPIC rink. Weekly Jan – May; 3x per week June – July; additional as needed
Competition:	Held Wed. – Sun. the 1 st week of August. See usfsa.org for details.
Program Fees:	Paid monthly February – July. Covers costumes, props, coaching, ice time, event registration, and event photos/videos.
Costumes/ Props:	Designed and built by the group & volunteers
Volunteer:	Logistics, props/scenery, costumes, travel, fundraising, etc.
Solo/Duet:	Optional. Must be Prelim or above and earn 4 th place or better in a USFS artistic event within the year
Other:	Mini ensembles may also compete at local events such as FoCo Classic and CSI

I. WHAT IS THE NATIONAL SHOWCASE COMPETITION?

Overview

The National Showcase Competition is an annual non-qualifying competition held by U.S. Figure Skating that fuses artistic creativity with skating for single skaters, duets, ensembles of 3 – 7 and production numbers of 8 – 30 skaters of all levels, from no-test to adult.

The competition is 5 exciting days during the first week of August. Practice ice and rehearsals at competitions can be as late as 11 p.m. and as early as 6:00 a.m.



EPIC Productions' Shrek! The Musical at Showcase 2017

Most showcase numbers are 2–6 minute programs with music from popular Broadway or movie musicals, such as *Hamilton*, *Lion King*, *Moana*, *Diary of a Nerd*, *Chicago*, and *Monsters, Inc.*

Showcase uses 6.0 judging for all events. To compete with solo and duet events, skaters must place in the top four at any USFS Showcase/entertainment event the previous year and be freeskate level Preliminary or above.

Showcase is a big deal!

In 2017, 541 individual skaters and 111 teams from across the country competed in nearly 837 events at the competition. Some rinks focus only on this theatrical style of skating, auditioning in the fall and rehearsing all year for this competition. For that reason, the competition is fierce. Don't expect an easy win here!

A different style of competition

The style of showcase skates is different than the Light or Dramatic Entertainment programs FCFSC skaters might be used to. Numbers for this competition often include spoken dialog and skaters frequently address the judges directly. There are very few high level jumps or spins used, as they don't improve skater scores directly. Instead, the focus is on excellent interpretation of the music. In groups, synchronization is key!

Evoking emotion in the audience is the most important factor in the Showcase competition.

No credit is given to jump difficulty, and a beautiful skate with no clear character or story will likely place lower than a simpler program with terrific characters acted out well on the ice. Originality, humor, and above all, expressiveness are important for this competition. Vital to all events are acting, costumes, props, and scenery, and the most successful competitors have clear characters, mouth the words to dialog in songs, and perform stories on the ice. Want to see more? Take a look at the [video of EPIC Production's 2018 performance!](#)

See Appendix A for USFS Technical Details, including judging criteria

II. EPIC PRODUCTIONS – THE FCFSC NATIONAL SHOWCASE GROUP

Overview

The FCFSC’s EPIC Productions started attending the National Showcase competition in 2017. Its goal is to enhance the artistic and theatrical opportunities for FCFSC skaters and to take advantage of the incredible talent and experience the FCFSC coaches have in theatrical and artistic performance. EPIC Productions brings together skaters of all levels to compete against groups from across the country with a large production number and several smaller mini-ensembles.

To do so, EPIC Productions works with 15 – 30 skaters of Pre-Preliminary level and above from mid-January through July. We develop original choreographed numbers and build costumes, props, and scenery that emphasize artistic interpretation and theatricality. Qualified skaters (*preliminary and above, placed top 4 in a USFS competition with an artistic or interpretive program in the previous 12 months*) also compete with solos or duets.

It's all about teamwork!

EPIC Productions offers skaters the rare opportunity to compete as a team!

Joining EPIC Productions does NOT require participation in *Theater on Ice*, nor in EPIC’s Spring Spectacular.

A certified FCFSC coach serves as the Director, who oversees the program with the support of a certified Assistant Director and choreographers. Senior-level skaters provide support as managers, designers, and more. Two coaches travel with the group to the competition to oversee practice and events.

Parents and skaters interested in leadership roles participate in monthly meetings to coordinate logistics, develop costume and prop ideas, and organize events such as fundraising activities.

To sign up for EPIC Productions’ National Showcase group, fill out the online survey and indicate your interests and experience. EPIC Productions will get back to you soon.

**Go to the EPIC Productions website to sign up now!
Deadline for sign-ups: February 1st
<https://www.surveymonkey.com/r/2019epic>**

The deadline for signing up for this year’s EPIC Productions group is February 1st. You must sign up each year for the group. We hold an informational meetings at EPIC to answer any questions.

Competition Events

EPIC Productions develops one large group number that includes all skaters, and 3 to 5 mini-ensemble numbers with 3 to 7 skaters each. USFS does not permit skaters to be in more than one mini-ensemble. You can opt out of the mini-ensemble if desired, although program fees will not be adjusted. *Team members support each other by attending group and individual/duet events, so the days are exciting but long!*

Competition Registration

The FCFSC Showcase group registers your skater for the large group production and the mini-ensembles. Registration fees and processing fees are already included in your program fee.

**If you are not registering for a singles/duet event,
you do NOT need to register for the competition yourself.**

Registering for a Singles or Duet Event

Solo and duet programs are not part of the FCFSC Showcase group program described in this manual, but skaters are encouraged to bring their programs to this competition! Only skaters with Freeskate test level Preliminary and above who ranked top 4 in a qualifying competition on an artistic program the year leading up to the competition may compete in solo, duet, or interpretive events. Skaters of all levels may compete in mini and large ensembles.

The Director and Assistant Director of the FCFSC National Showcase program would be honored to oversee your skater's practice, warm-up, and event at the competition and put him or her onto the ice for the practice and event. Or, your coach can accompany you to the competition. **Standard coaching fees apply for solo/duet events, and are not included in the FCFSC Showcase fees.**

Skaters who wish to add a solo, duet, or interpretive event to their competition experience can work with their own coaches to develop a program with costumes, props, etc. In previous years, skaters used existing Light or Dramatic entertainment programs created for previous competitions.

To compete in a solo/duet event:

- Register your skater **independently** using the EntryEeze system (opens in May). The deadline for registration is mid-July.
- Indicate Marianne Strobel or Diana Deka as your coach if desired (*standard coaching fees apply, and are not included in program fees*)
- Write a 30 word (400 character) program description
- Pay the registration fee (about \$200 for 1 event + 1 practice ice)
- Integrate props, costume elements, and/or scenery to enhance your program

**For solo/duet events,
indicate the Director or
Assistant Director as
your coach**

Marianne Strobel –
USFS#: 883942
mkstrobel@hotmail.com
970-214-5967

Diana Deka –
USFS#: 433974
jdeka@verizon.net
727-831-3329

Check www.usfsa.org for links to the current registration system.

Unlike standard competitions, National Showcase registration requires a program description. Before you register, create a 30 word (400 characters) description of the event. This should be the introduction to your skater's number (see Appendix B for examples).

III. REHEARSALS & SCHEDULE

Rehearsals for EPIC Productions are held at EPIC ice rink at times and days announced each month. We will also hold informational meetings to answer any questions skaters or parents might have.

Rehearsals

Most rehearsals during the school year will be held on weekends, and some may be adjacent to Spring Showcase rehearsals (with a break between them whenever possible) to reduce skater travel time. We strongly encourage skaters to coordinate with other EPIC Productions group members to carpool – it will save you time, fuel, and effort! **See the group website for the current schedule: <http://www.rmikealm.org/showcase/>.**

- **Mid-January through May** – about one 60 minute rehearsal each week
- **June & July** – 4 rehearsals each week: two 60 minute large production + one 30 minute for minis + one 60 minute off-ice

**All skaters are required to attend all rehearsals.
If you must miss a rehearsal, please
inform the Director 24 hours in advance.**

All skaters are required to attend all rehearsals. However, we do understand that illness, injury, travel, and other issues come up. If you must miss a rehearsal, please inform the Director at least 24 hours in advance.

Skaters who miss too many rehearsals may not be eligible to stay in the program. This is because missing too many rehearsals disrupts the group process. Allowances for missed rehearsals are:

Dates	# of rehearsals	Absences
January – May	~18 rehearsals	4 absences allowed
June – July	~36 rehearsals	8 absences allowed

Rehearsal schedules will be posted at the start of each month on EPIC’s bulletin board and emailed to group members. Last minute changes are possible, so please check your email to be sure you have the most current information.

**Skaters should come to rehearsals warmed up with
skates on to be on the ice at the start time indicated.**

Depending on progress, some mini-ensembles may hold separate rehearsals in coordination with skater/parent schedules. If this is the case, those mini-groups may not be required to attend a weekly or bi-weekly rehearsal. However, **in some cases it may be necessary to hold an additional rehearsal for a group.** Check Slack regularly for updated schedules.

EPIC Productions will *not* provide rehearsal time for solo or duet events. Please work independently with your coach if you plan to add these to your Showcase competition experience.

General Calendar and Coordination Meetings

The FCFSC Showcase group holds an informational meeting in January to explain the program and answer any questions parents or skaters might have. Additional informational meetings will be held as needed. An Operations Committee made up of parent and skater volunteers will meet monthly to coordinate efforts and plan tasks, and subcommittees of parents/skaters will meet monthly to plan and develop costumes, props, scenery, and other logistics.

General Calendar

JANUARY

Informational meeting for skaters/parents
Rehearsals begin mid-month

FEBRUARY

Sign up deadline; Fee due February 1 to EPIC Productions treasurer

Weekly rehearsals for mini ensembles
Meetings: Operations Committee for key parent/skater volunteers

MARCH

Fee due March 1 to EPIC Productions treasurer

Weekly rehearsals for mini ensembles
No rehearsals during Spring break
Meetings: Operations Committee

APRIL

Fee due April 1 to EPIC Productions treasurer

Weekly rehearsals for mini ensembles
Large ensemble rehearsals begin
Meetings: Operations Committee; Sub-committee (props, costumes, logistics)

MAY

Fee due May 1 to EPIC Productions treasurer

Weekly rehearsals for large and mini ensembles
No rehearsals during Spring Spectacular tech/performance week

JUNE

Fee due June 1 to EPIC Productions treasurer

Bi-weekly large ensemble production rehearsals
Weekly minis rehearsals
Meetings: All parent/skater logistics; Operations Committee; Sub-committee (props, costumes, logistics)

JULY

Fee due July 1 to EPIC Productions treasurer

Bi-weekly large ensemble production rehearsals
Weekly minis rehearsals
Weekly off-ice rehearsals for minis and large production
Meetings: All parent/skater logistics; Operations Committee; Sub-committee (props, costumes, logistics)

AUGUST

No fee in August
Travel to competition

IV. COSTUMES, PROPS AND SCENERY

Costumes, props and scenery are vital to Showcase programs. These factor significantly into judges rankings, and must be well-designed and appropriate for the music.

Costumes

The FCFSC works with skaters and parents to create high-quality costumes. **Program fees cover costume materials, rental, and/or purchases up to \$60 per costume.** You should not purchase costumes yourself without consulting the director.



EPIC Productions' mini-ensemble Finding Nemo

Each program will have a unique costume, and all skaters will be in two programs – the large group number and one mini-ensemble.

There are several ways we will create your costumes (paid by program fees). You will coordinate with parent volunteers in charge of costumes to:

- Purchase a high quality costume from a retailer (reimbursed)
- Sew/build a costume yourself (reimbursed)
- Rent a costume from another skater (reimbursed; e.g., one used in Spring Spectacular) ¹
- Alter or adapt a costume you already have ²

Skaters will need a different costume for each ensemble they participate in, and many skaters bring an additional costume for any solo or duet numbers they do (but this is not required).

**Do not create a costume
without consulting the Director!**
**Costume costs are part of program fees. Reimbursement cannot
be guaranteed for independently purchased costumes.**

EPIC Productions does their best to minimize cost while ensuring costumes are of high quality. For some numbers it may be possible to re-use costumes from previous shows or experiences, but many costumes are unique.

Skaters are responsible for keeping track of all parts of their own costumes, ensuring they are in good repair, and bringing them to all dress rehearsals. We recommend you store costumes with all pieces together in a garment bag if possible and avoid using it for other purposes until after the competition.

Although the program fees will pay for each skater's costume, costumes will be yours to keep when the competition is over.

¹ If you lend your costume from another show to a skater for Showcase, you will be paid a rental fee for its use. We know that costumes are expensive and we want to respect that investment.

² We are sorry, but to ensure that fees are fair to everyone, monthly fees will not be reduced for those who use a costume for the group events that they have already purchased.

Props & Scenery

Props in National Showcase factor into judges scores when they help enhance the stories our programs are telling. Props might include things like hula hoops, canes, fans, or hats.

Scenery also counts in judging, and includes objects or backdrops placed on the ice, such as a table, a chair, a small Christmas tree, etc. Many performers create portable backdrops of PVC pipes and painted canvas to generate a setting or mood.



FCFSC created two backdrops for “Up” at the 2017 National Showcase Competition

For each ensemble number, we create a backdrop related to its story. These are light, portable (even for little arms), and collapsible (for transport). The group includes parents with experience building scenery, so we will ensure all items follow USFS guidelines and function well.

**Do you have artistic skills?
Help us design and paint the ensemble backdrops!**

Props and scenery will be kept at EPIC rink or in another centralized location by the program coordinators.

**All props and scenery remain the
property of EPIC Productions.**

We encourage those doing solo and duet events to create and bring props and scenery, too!

USFS Scenery / Props Rules

- Props and scenery must be placed and removed unaided
 - Singles/duets - one minute **total** on + off ice set up
 - Ensemble groups - 2 minutes for set-up, 2 minutes for removal
 - No skater may step off the ice until all scenery/props are removed
- Scenery may not exceed 7'6" in height
- No propulsion devices, no projectiles of any kind (cannons, trampolines, etc.)
- No smoke, fire, dry ice, liquids, live animals, feathers, bubble machines
- No remote controlled props
- No mirrors or glass of any kind
- People may not be used as props.
- No feathers or things that can fall to the ice

V. COMMUNICATION & COORDINATION

EPIC Productions Website

So that skaters, parents, and coaches can coordinate as smoothly as possible, EPIC Productions has developed a website to house information about the program, including rehearsal schedules, costume assignments and instructions, and volunteering and fundraising coordination.



This website has all the information you need to participate in the program, such as cast lists, costume descriptions, travel information, and rehearsal schedules.

Group Conversation

To coordinate among skaters, parents, and coaches, we use a free chat app, Slack, rather than email. This helps people avoid messages that get lost in the flood of emails we often receive, allows us to create chats for specific topics like costumes, or fundraising, or each mini-ensemble. Slack has a desktop and web-based (browser) version you can use at your computer, and it has an excellent app for your phone.

We find Slack is much better than Facebook or phone texts for discussing ideas and coordinating events. Skaters of any age along with parents are welcome to join.

Using Slack is required, please!
Some vital information will be posted ONLY in Slack - so join soon.

How to Set Up Slack

1. Click the invitation link sent in your email, or contact Rosa Martey (rosa.martey@colostate.edu) to receive an emailed link.
2. Click **Join Now**.
3. Enter your full name and optional display name, create a password, then click Next.

Download the mobile app

1. Go to the Play Store (Android) or App Store (Apple) and search for the Slack app to download and install it.
2. Open the Slack app.
3. Tap **Sign in**.
4. Enter your email address. (Slack will send an email)
5. On the same mobile device, locate and open your confirmation email from Slack.
6. Tap **Confirm Email Address** to open the app, or tap **Sign in manually** to enter your Slack URL and password.



Download the Slack app from the Play Store or App store on your phone

Using Slack channels

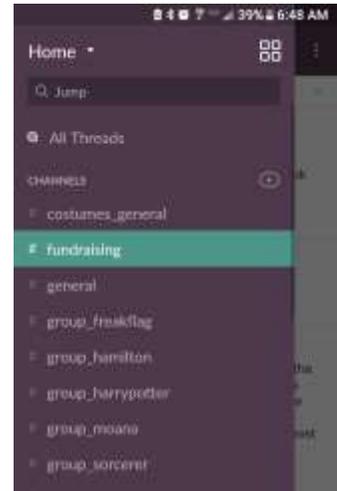
The power of Slack is its channels. They help organize conversations and make it easier to keep track of information.

- On your phone, swipe left to right to view the available channels. (They are listed on the left in the desktop app.)
- Tap the channel name to jump to that conversation to read or add your message.

Messages and Alerts

You can send group messages in a channel, or direct messages to any member of the FCFSC Showcase workspace

- To send a message, type your message at the bottom of the screen. Then Tap the  **paper plane icon** to send.
- **Bold channels** have messages you haven't read yet.
- Bold channels with a **number** by them have unread messages that tag you (either individually or as part of the "@channel" alert)
- Type the at symbol @ to pull up a list of people you can tag in a channel message.
- Type **@channel** (no space) to send an alert to everyone on a channel about your message.
 - Using @channel is most useful when you have important information you need everyone to see.
 - When you are actively chatting with someone, you don't need to use the @channel alert. Everyone will see your message whether or not you use the alert.



See the Slack channels by swiping left to right on your phone

**Contact Rosa Marley at
rosa.marley@colostate.edu
to be added to the Slack team
for the EPIC Productions group.**

VI. VOLUNTEERING

We can't run the FCFSC National Showcase Competition program without YOU!

To make EPIC Productions the success it has been, parents and skaters step up to help in all aspects of developing and coordinating the program. Volunteers are the heart of our success every year.

When you sign up for the EPIC Productions program, you'll be asked to indicate which areas of expertise you can contribute to the process. **Volunteering is not required for participation**, but we desperately need your help and support!

Operations Committee

Our vision for your volunteer participation isn't just sitting in meetings or bringing items to events a few times. Instead, **we are seeking your leadership, vision, and creativity**. A group of 4 – 6 parents will work with the Director and Assistant Director on the Operations Committee in monthly meetings to coordinate skaters, schedules, and activities.

Volunteer Roles

There are many different roles we've identified in need of your leadership. We're also happy to work with your individual talents in other areas if you see additional ways to contribute!

Fundraising	Design and implement unique fundraising events
Mini-Ensemble Management	Help coordinate schedules, costumes, props, and skaters for a mini-ensemble
Mini-Ensemble Costumes	Lead the coordination and assist in costume design for a mini-ensemble
Large Production Costumes	Lead the coordination and assist in costume design for the large production
Travel logistics	Develop and disseminate travel plans and information such as hotel rates, local restaurants, and flight information to all skaters
Props	Design and build props; coordinate group management of props
Scenery	Design and build scenery; coordinate group scenery management
Communication	Developing and disseminate logistic/announcements to the group
Finances	Tracking and paying expenses, managing income, and reporting financials
Publicity & promotion	Develop and disseminate information about fundraising and other events to the public with photographs, social media, posters, etc.

Are there skills you have that aren't listed? Let us know how you'd like to help!

VII. COSTS AND FEES

Program Fees

The cost of participating in the Showcase group covers all fees for competition group registration, ice time, coach time, costume and props for rehearsals from January – July and for the competition itself in August. The cost is broken up into a monthly fee paid from February 1st through July 1st. No fee is charged in January or August.

You will receive a separate sheet with all fees detailed for the current year as part of your participation packet.

Pay by check or Venmo the 1st of each month directly to the EPIC Productions Treasurer

The EPIC Productions treasurer is responsible for distributing fees to the rink, coaches, reimbursements, etc. Reimbursements (for costumes, scenery, registration, etc.) require you to fill out the FCFSC Reimbursement form (see Appendix) and submit along with receipts to the treasurer.

Cancellation

Skaters who started the program and need to cancel for any reason will receive a partial refund of the current month’s fee, depending on the length of participation. **Previously paid months will not be refunded**, as the fees go towards coaching and ice time used during those months and extra costs are incurred to re-choreograph programs when participant numbers change.

Date in month of cancellation	Refunded proportion
1 st – 7 th	75%
8 th – 14 th	50%
15 th – 21 st	25%
21 st – 30 th	5%

Skater Travel Costs

Travel costs for skaters and parents to the competition site are not included in the program fee. Practice ice for group numbers are often scheduled early in the competition week, and the final rounds for those who place highly in the first round are held on the final day.

Skaters should plan to arrive at the competition site the day BEFORE it begins and stay through the END of the final day.

Estimated Skater Travel Costs

- National flights vary, but previous costs were around \$300 per person
- Nearby hotels are usually between \$100 and \$125 per night
- Food costs estimated at \$65 - \$74 per day, per person

Travel costs for 1 skater + 1 parent estimated at \$1,800

EPIC Productions aims to coordinate travel so that all skaters stay in the same hotel to facilitate transportation and socializing.

Fundraising

In order to off-set costs, EPIC Productions conducts fundraising activities planned and implemented by parent and skater volunteers. They take place throughout the year.

Fee Off-Sets from Fundraising

Monthly fees will be reduced depending on the amount raised. Calculations will be pro-rated to reflect total fees paid.

Fundraising Management

The FCFSC Showcase group strongly encourages all skaters and parents to assist in fundraising activities.



EPIC Productions 2018 mini ensemble

We need your help to make the National Showcase competition more accessible to all skaters!

Sign up to help fundraise!

We are always in need of innovative, effective ideas for fundraising. Our goal for fundraising is about \$3,000. Fundraising activities like the following can help more skaters participate in this terrific program!

Fundraising Ideas

- Charity silent auctions with donated items from business and individuals
- Sponsorships from local businesses
- Online shopping tools that donate a portion of online purchases
- King Soopers cards that donate a portion of in-store purchases
- Host a trivia night
- Hold a dog-and-car wash – wash dogs and cars for the public
- A talent show/competition
- Vendor booth at Fort Collins Classic and the Spring Spectacular

Fundraising helps reduce costs to skaters and allows more people to participate!

VIII. APPENDICES

A. National Showcase USFS Technical Details

Details about the USFS rules and requirements are summarized below. For full details, see the USFS Competition Guidelines: <https://www.usfsa.org/content/2019%20Showcase%20Guidelines.pdf>

Eligibility

- Groups can include skaters of any level, including no-test
- Singles/duet events: Preliminary through Senior, Adult Bronze through Adult Masters if they placed 1st, 2nd, 3rd, or 4th in a contested non-qualifying showcase/theatrical/ interpretive U.S. skating event from Aug – mid-July the prior year

Events

- *Singles* – Dramatic or Light Entertainment
- *Interpretive* – Music supplied by the competition for skater interpretation
- *Duets* – Theatrical performances by any two skaters
- *Mini-ensembles* – Theatrical performances by 3 to 7 skaters
- *Production Ensembles* - Theatrical performances by 8 to 40 skaters

Costumes & Props

- Props, costumes, and scenery encouraged for ALL events and should enhance the feeling created by the performance
- Clothing must be dignified and appropriate; no impression of excessive nudity permitted
- Props/scenery must be set and struck by skaters only within stated time limits.
- Scenery may not exceed 7'6" in height.
- Should enhance the feeling created by the performance and reflect the meaning of the story or theme
- No bobby pins, feathers, hair accessories, or anything else that may fall to the ice

Judging

- 6.0 (ranked only) judging, no points
- Performances judged “from an entertainment standpoint, for theatrical and artistic qualities.”
- **Technical difficulty is not rewarded in showcase**, and elements should support the selected theatrical elements
- Props, scenery, and costumes contribute significantly to judges’ ranking
- All programs must begin on the ice in view of the audience
- Theatrical elements evaluated will include are but not limited to:
 - Skating skills: quality, security, cleanliness, variety, flow
 - Use of space and time: good ice coverage and pattern; program spotlights spread throughout entire performance
 - Performance: projection, energy, carriage, emotional involvement, individuality, spatial awareness
 - Composition: concept of program, originality, creativity, age appropriateness, use of propos/scenery (should be integral part of program and enhance the theme), and costumes
 - Interpretation: timing, expression of music’s character, interaction, use of nuances to enhance the music and set the mood
- Deductions:
 - Hair/accessory unintentionally falls to ice
 - Over maximum time
 - Prohibited size or type of prop
 - Wrong category

B. Registering for the National Showcase Competition

**To participate in EPIC Productions' group numbers
you do NOT need to register.**

Those who wish to add a solo (Light or Dramatic Entertainment, interpretive) or duet number to their competition experience must register independently using the EntryEeze system.

To compete with solo and duet events, skaters must place in the top four at any local Showcase/entertainment event and be freeskate level Preliminary or higher. No qualification is needed for group events. Showcase uses 6.0 judging for all events.

Unless your coach will personally attend the competition, you **must indicate Marianne Strobel or Diana Deka as your coach** for the competition. They will be happy to put your skater on the ice for this competition (normal coaching fees apply to solo/duet events, and these are *not* included in program fees).

To register you will need:

- The skater's USFS number
- Parent contact information
- Registration fee (about \$200 per event)
- On-Site Coach: Marianne Strobel: USFS#: 883942 | mkstrobel@hotmail.com | 970-214-5967
 - Or Asst. Director Diana Deka: USFS#: 433974 | jdeka@verizon.net | 727-831-3329

Unlike standard competitions, National Showcase registration requires a **program description**. Before you register, create a 30 word (400 characters) description of the event. This should be the introduction to your skater's number. For example:

- “Watch her tell her story of magic and love as she skates to the magic of Stravinsky's “The Firebird”
- “This sassy program is performed to the song 'All that Jazz,' the opening song of the 1975 musical Chicago.”
- “Welcome to Preston Idaho where an awkward teen, Napoleon Dynamite, and the new kid, Pedro, launch a campaign for class president. Hope this groove earns your vote.”
- “Swing, slide, and roll to this whimsical jazz number, ‘Philadelphia Chickens,’ written by cartoonist and author Sandra Boynton and sung by Michael and Kevin Bacon.”

C. Costume Rental Agreement

Fort Collins Figure Skating Club National Showcase Group

PERSONAL INFORMATION

ITEM INFORMATION

Renter Name: _____

Program/number: _____

Address: _____

Items (list all pieces): _____

Phone: _____

Email: _____

RENTAL GUIDELINES

Rental fee: \$30 due upon receipt of the costume.

This agreement is between you (Renter) and another skater (Owner) to coordinate renting a costume from him/her. Rental agreements are entirely at the discretion of the costume owner, who retains the right of refusal to rent the costume. If you cannot find a costume that fits and is the right design to rent, please speak to the Director, Marianne Stroble.

Arrangements should be made individually with the owner for pick-up and return of the costume. ALL individual items that are part of the costume must be listed under "Items" above.

This form is legally binding and must be signed by the Renter and by the Owner.

Pick up costumes by _____.
Return to Owner by _____.

_____ **Do not make any permanent alterations to the costume.** All pieces of the costume must be returned **in their original condition.**

_____ If alterations are necessary, you must get **explicit permission** from the owner BEFORE you make adjustments. Pins, basting, and non-permanent (invisible) adjustments are fine. Destruction of or failure to return the costume will require payment of the costume's full value as set by the Owner.

_____ The costume must be professionally dry cleaned by the Renter before returning it the Owner.

_____ At the time of Return, Renter agrees to bring their original copy of this form along with all rented items.

_____ Renting requires a **\$75 deposit**, paid by Renter upon receipt of the costume and returned to Renter when the costume is returned in its original condition. Deductions for any necessary repair are determined at the discretion of the Owner.



Signature of Renter _____ Date _____

Parent signature (if Renter is under 18) _____ Date _____

Signature of Owner _____ Date _____

Parent signature (if Owner is under 18) _____ Date _____

D. Expense Reimbursement Form

Fort Collins Figure Skating Club Expense Reimbursement Form

Skating Club Member: _____ **Email Address:** _____
Make Check Payable to: _____ **Phone Number:** _____
Date Request Submitted: _____ **Signature:** _____ **Date:** _____

Each receipt and/or reimbursement request must be listed as a separate line item. Please staple all receipts and/or requests for reimbursement to this form. Requests for reimbursement must be submitted to Stacy Williamson-Club Treasurer. If you have questions please feel free to contact her at: sjwilliamson@me.com or 970-631-7635 (cell).

Date of Expense	Reason for reimbursement	Event	Amount

****** Check Number:** _____ **Issued on** _____ **Approved by** _____ **Date:** _____ ********

All checks will be placed in individual family folders.

Revised 08/03/2016