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Carnival / Ice Show Planning Template

Purpose: This document is provided as a guideline to Skate Canada: Alberta-NWT/Nunavut clubs and skating schools for use in preparing for their ice show and carnivals. Please note that the tasks and assignment of responsibilities will vary and be determined by each club and skating school.

Sample of Responsibilities	Task	Target Date	Completed
Board	Set date for carnival and dress rehearsal; book ice	Season ice scheduling meeting	
Board	Recruit Carnival Chairperson / Committee	Beginning of season	
Board	Set budget		
Committee	Make arrangements for carnival photographs		
	Notify arena concession of the date		
Committee	Invite guest skaters, obtain written permission from home clubs		
Committee	Plan and hold parent's information sessions		
Committee	Apply for sanction from Skate Canada: Alberta/NWT-Nunavut	At least 4 weeks prior to carnival	
Board / Committee / Coaches	Determine theme		
Coaches	Plan group and solo programs, and order of skate		
Coaches	Prepare music for all numbers, as well as pre-show and intermission		
Committee	Arrange for SOCAN and Re Sound payments		
Coaches	Prepare practice schedule		
Coaches	Choreograph group & solo programs and Grand Finale		
Committee	Plan costumes		
Committee	Prepare and distribute costumes		
Committee	Prepare artwork – backdrop, signs, etc		
Committee	Determine covering for boards – plastic / paper; purchase		
Committee	Prepare props		
Committee	Prepare program		
Committee	Write script		
Committee	Advertise		
Committee	Organize 50 / 50: license, tickets, buckets		
Committee	Recruit volunteers for dress rehearsal and carnival day: <ul style="list-style-type: none"> - Set-up / tear-down - Ticket takers - Sales tables - Ice captains - Announcer - Music player - 50 / 50 sellers - O'Canada soloist - Group parents (at least 2 for each group of skaters) 		

Board	Set ticket price or decide on admission by donation at the door		
Committee	If selling tickets in advance – prepare tickets and determine methods to sell		
Committee	Notify local media		
Board	Invite local dignitaries		
Committee	Purchase gifts for guest skaters		
Committee	Prepare thank you cards for guest skaters		
Committee	Obtain flowers or other items to sell at carnival		
Board	Determine presentations (e.g., guest skaters, coaches, PAs, volunteers, awards, etc.); prepare presentations		
Committee	Obtain 50 / 50 or raffle license		
Committee	Prepare buckets or bags to hold skate guards while skaters are on ice		
Treasurer	Obtain cash float		
Committee	Organize skater seating areas		
Committee	Assign dressing rooms		
Committee	Liaise with arena staff regarding flood times, etc.		
Committee	Organize lighting (e.g., spot lights, lowering house lights or rink lights)		
Committee	Welcome guest skaters		