



TO: **All 2015 Magic Moments ACTORS WITH SPECIAL NEEDS, CAREGIVERS, PARENTS**

FROM: De Ann Gutierrez MM Special Needs Coordinator (303-594-9040)  
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**SUBJECT: CONGRATULATIONS and GOOD LUCK from Magic Moments!**

**KEEP THIS HANDOUT!**

**HOTLINE: 303-607-7555**

**WEBSITE: [www.magicmomentsinc.org](http://www.magicmomentsinc.org)**

The purpose of this document is to provide you the information you need to be a successful part of the Magic Moments show! You most likely have been teamed up with a partner to help and support you. There are many things that you will be responsible for too. Please read and understand the following guidelines. Let us know if you have any questions. Keep this handout and refer to it often. These guidelines will tell you what Magic Moments expects of you, so that we can all be safe and successful. Now, HAVE FUN!

- ✓ Check the website at [www.magicmomentsinc.org](http://www.magicmomentsinc.org) under Director's Page/CAST before you show up for first rehearsal to verify that you have been cast in the show.
- ✓ If you have any questions or concerns, talk with the Special Needs Coordinators, De Ann or Jennifer.
- ✓ You will meet your partner at the First Rehearsal. Share with your partner what your needs are, and how they can help. Tell them who your parents or caregivers are.
- ✓ Memorize the hotline phone number, 303-607-7555. Call this number for all questions and concerns. Someone will listen to your message and call you back. Just call once with your question. Sometimes it takes time to get to all of the phone calls.
- ✓ Visit the Magic Moments website often! [www.magicmomentsinc.org](http://www.magicmomentsinc.org). ALL SCHEDULE UPDATES AND CHANGES WILL BE ON THE WEBSITE, under Director's Page/Schedule. You may not get a phone call prior to important changes.
- ✓ Please turn off or put your cell phone on vibrate at all times while at Magic Moments. It is important for all actors to focus on what the Director, Stage Management, and your partner are saying so you do not miss important information.
- ✓ You must arrange for your own transportation to and from all rehearsals, performances, and MM events (cast party and annual dinner).
- ✓ Enjoy the cast part and annual dinner with your own friends and family. Your partner will also be spending time with their own friends and family so make a plan prior to the event if you need assistance. Let De Ann or Jennifer know if they can help you do this.
- ✓ Always arrive 5-10 minutes early for all rehearsals. We have a lot of work to do in a very short time.

- ✓ Follow the Magic Moments schedule. You MUST be there for all rehearsals and events. All absences must be cleared with the director prior to missing rehearsal or they will be counted as unexcused. \*\*If you have more than 2 unexcused rehearsals you may be out of the show- This is the same for all actors in the show\*\* Check [www.magicmomentsinc.org](http://www.magicmomentsinc.org) often!!
- ✓ Call the hotline, 303-607-7555, if you cannot make a rehearsal or scheduled event.
- ✓ Come to rehearsals ready to sing, dance, and act. This means good grooming, wearing appropriate clothing, shoes, and bringing all of your equipment in good working condition (wheelchairs, walkers, talkers, mounts. etc.)
- ✓ Trust and have confidence in your partners. You can rely on them for help and guidance.
- ✓ You are responsible for your costume or costumes. Make sure that you know what kind of costume you need to wear in each Krewe that you are assigned.
- ✓ All actors are expected to treat others with respect and kindness.
- ✓ Report to Special Needs Coordinator, De Ann or Jennifer, if your partner isn't there for you at rehearsals.
- ✓ Make arrangements with De Ann or Jennifer as soon as possible if you need personal help with toileting, nourishment, medications, etc. This help person should be your personal caregiver if at all possible. Otherwise, Magic Moments will do its best to find help for you. This may or may not be your partner.
- ✓ Have a great show!!