

Christmas Tree Lane Fashion Show Application Information

EVENT DATES: Sunday, November 26 & Monday, November 27, 2017

EVENT LOCATION: Double Tree Hotel, 2001 Point West Way, Sacramento, CA 95815

Applications are now available online at <http://www.jesuithighschool.org/post/ctl-model-application>

Applications Due: Wednesday, August 30 (last names starting A-M) or Thursday, August 31 (last names starting N-Z) at JHS at lunch in the Harris Center.

IMPORTANT: Please be aware that Jesuit's Thanksgiving break is an entire week (November 20–24). There will be mandatory rehearsals for CTL Models on Wednesday 11/15, Thursday 11/16, Saturday 11/18, Sunday 11/19, Monday 11/20, and Tuesday 11/21 of Thanksgiving week, with rehearsals resuming Saturday 11/25 after a 3 day holiday break on 11/22-11/24.

Please check your calendars and refer to the complete CTL Rehearsal Schedule in the Information Packets distributed at Jesuit's Senior Orientation on Aug 16 and available online at the web address above. Please make plans accordingly before turning in application(s) and committing to the CTL Fashion Show.

Choose **ONE** of the following application packets to complete:

- Senior Boy Model with Mother and/or Father also Modeling in three CTL shows
 - Senior Boy Model (Single Boy – no parent modeling) in three CTL shows
 - Senior Celebration Participants (Senior Boy and Parent(s)) only in Senior Celebration
1. Open application(s) in a pdf reader (Use your existing application or get Adobe Reader free online at <https://get.adobe.com/reader/>)
 2. Print necessary application(s) in color if possible (one page per sheet – not multiple pages per sheet – single sided only)
 3. Fully complete application(s) (we require ALL areas legibly filled in by hand in ink.)
 4. Attach photo as instructed on application
 5. Attach check(s) as instructed on application
 6. Check that you have all necessary signatures (parent signatures required for Senior)
 7. Senior Boys must submit complete application in person on **Wednesday, August 30 (A-M) or Thursday, August 31 (N-Z)** at JHS/Harris Center at lunchtime.

APPLICATION QUESTIONS?

Carin Kaeser – Modeling Coordinator 916.761.6161 or cckaeser@winfirst.com

Michele Coss – Senior Celebration Coordinator 916.955-8135 or mrscoss@yahoo.com

Loyola Guild of Jesuit High School presents "Christmas Tree Lane"

EVENT DATES: Sunday, November 26 & Monday, November 27, 2017

EVENT LOCATION: Double Tree Hotel, Sacramento CA

JESUIT SENIORS & PARENTS: We are thrilled that you are interested in modeling in Christmas Tree Lane (CTL), a holiday fashion show event that traditionally kicks off the Christmas season in our community. We strive to make this event a memorable experience for all who attend and participate. This packet contains a schedule of important show dates and model requirements. Please take the time to read it. Applications are available online at <http://www.jesuithighschool.org/post/ctl-model-application>. They must be turned in by the Senior boys in person at JHS.

FASHION SHOW: Our Fashion Show consists of 7 choreographed scenes starring our very own spirited models - Jesuit Seniors, Jesuit Parents, & St. Francis Senior Girls. Models will walk, turn, and dance on the runway while wearing the latest fashions from a variety of stores. Jesuit Seniors may apply to model as a Single Boy (without parents modeling in the show), or with one or both parents modeling. Please consult your home, work, sports, and school calendars before turning in applications. **Our event dates are the Sunday and Monday immediately following Thanksgiving.** There are three performances and models must commit to participate in all three shows. **Due to performances, Senior models will miss a full day of school on Monday, November 27. Seniors are responsible for making up all missed schoolwork.** Hours spent participating in CTL do not count toward Jesuit family service hours. Models provide some of their own items such as: shoes, socks, tights/nylons, and all undergarments.

"SENIOR CELEBRATION" (SC) / LIMITED SHOW PARTICIPATION: Senior Celebration (SC) is a traditional scene which has its only performance at the dinner show on Monday, November 27. SC applications are available online and must be turned in August 30 or August 31, to secure a spot in this special scene (late applicants will be placed on a Wait List.) SC was created for families who want to participate in CTL but are unable to commit to attending all model meetings and all rehearsals. SC participants attend only one rehearsal and do not attend model casting or meetings. **SC IS ONLY FOR FAMILIES WHO ARE NOT APPLYING TO MODEL IN THE THREE FASHION SHOWS.** Therefore, if a Senior Boy is modeling in the show with or without parents (all 3 performances), Senior Celebration is not an option.

APPLICATION PACKET DUE DATES: Senior Boys must personally turn in their Modeling or Senior Celebration Applications to our committee members for a brief application packet review. Look for tables in the HC at lunch time **Wednesday, August 30 (last names A-M)** and **Thursday, August 31 (last names N-Z).** Late applicants will be placed on a Wait List.

SENIORS WITH JESUIT ACTIVITIES: We want to include as many Senior Boys as possible; therefore, we try to work around Jesuit athletics, fine arts, and other JHS school activities that may conflict with the CTL schedule of which we are made aware ahead of time. This event will only work with each participant's full commitment. All students applying must be in good academic standing, have a good attendance and conduct record, or you may be disqualified by your school from participating.

MODEL CASTING – Sunday, September 24: Our goal is to include all interested Seniors & Parents as models in this year's show. Those interested in modeling must attend a friendly Casting day on Sunday, September 24. You will hear modeling information and the choreographer will see you walk and dance to music. This is the only opportunity for our CTL choreographer to get to know you. **IMPORTANT: Please do not be a "NO SHOW" at Casting!** Contact Model Coordinator, Carin Kaeser if you or a family member who turned in an application will NOT be able to model. **Senior Celebration participants do not attend casting.**

QUESTIONS ABOUT CONFLICTS: If you have potential conflicts with casting, meetings, or rehearsals, you are required to contact our CTL Model Coordinator, Carin Kaeser, as soon as possible and before turning in your application to discuss your conflicts and how it may affect your participation in CTL. **All meetings and rehearsals listed are MANDATORY for all models.** Bring any conflicts to our attention early. Conflicts will be dealt with on a case-by-case basis.

❖ **MODELING QUESTIONS?**

Carin Kaeser ~ (916) 761-6161 or cckaeser@winfirst.com

❖ **SENIOR CELEBRATION QUESTIONS?**

Michele Coss ~ (916) 955-8135 or mjscoss@yahoo.com

IMPORTANT CTL DATES ... MARK YOUR CALENDAR NOW!

▶ **WEDNESDAY AUGUST 30 and THURSDAY AUGUST 31: APPLICATION PACKETS DUE**

Model & Senior Celebration application packets must be turned in by Seniors in the Jesuit HC at lunch time. Seniors will attend a brief Application review with our CTL committee on the assigned date when they submit their application(s).

Wednesday, August 30: Last names beginning A-M

Thursday, August 31: Last names beginning N-Z

- If you are unable to attend on the above dates, please make arrangements with Model Coordinator Carin Kaeser **on or before the application deadline or your application will be considered late**. Late applicants will be put on a Wait List.
- **NO INCOMPLETE APPLICATIONS WILL BE ACCEPTED.**

▶ **SUNDAY, SEPTEMBER 24: MODEL CASTING: (check-in 10:45am sharp!)** Casting runs from 11:00am–8:00pm

10:45am Check in for all Jesuit Seniors & Parents **Location: Jesuit Gym foyer**

11:00am Information meeting begins promptly at 11:00am.

12:00-4:00pm Senior Boy & Parent casting. Parents will be done before Senior Boys.

3:45pm Check in for all St. Francis Seniors (estimated start time is 4pm/ finish 8pm)

4:00-6:30pm Break for Jesuit Boys (Boys return at 6:30pm for Casting with the girls.)

6:30-8:00pm All Jesuit Boys return to meet and model with the St. Francis Girls.

- All JHS models who attend Casting will be included in the show. There will not be any cuts.
- Models must attend during their group's designated times above. Unfortunately, our schedule does not allow for anyone to arrive late or leave early. Prospective models must complete all parts of the Casting.
- Those wishing only to participate in "Senior Celebration" (not modeling) do not attend Casting on September 24.

▶ **SUNDAY, OCTOBER 1: DEADLINE TO DROP OR MAKE CHANGES (Models & SC Families)**

Those who choose not to participate or change their modeling status after October 1 will forfeit the \$75.00 fee.

▶ **SUNDAY, OCTOBER 29: MODEL INFORMATION PACKET MEETING (3:45pm Check-In / 4:00-6:00pm)**

Models meet in JHS Little Theater and receive their rehearsal schedule, scene, and store fitting information. **A parent of all Single Boys and a parent of all Senior Girls must attend.** (Note: Models will attend clothing fittings at participating stores in November.)

▶ **MANDATORY REHEARSAL DATES FOR CTL MODELS (SCENES 1-7)**

- Models will **NOT** be required to attend every rehearsal listed below for the entire time.
- Models must be available for all rehearsal dates & times, and are required to attend all necessary scheduled rehearsals for each scene they are cast in (models may be cast in 1-3 scenes) and whenever it calls for all models to attend. **All models must attend the final 3 rehearsals on Nov 21, 25 & 26.**
- In general, parents attend fewer rehearsals than their seniors and we try to schedule parent rehearsals after 5pm on weeknights with the exception of the final 3 rehearsals.
- The posted Rehearsal Schedule is subject to modifications.

REHEARSAL SCHEDULE - MODELS MUST CHECK-IN 15 MINUTES PRIOR TO REHEARSAL START TIME LISTED:

▪	Wednesday	November 15	4:30pm - 10:00pm	HC	Model Meeting & Select Scenes
▪	Thursday	November 16	4:30pm - 10:00pm	HC	Select Scenes
▪	Saturday	November 18	9:00am - 5:00pm	HC	Select Scenes
▪	Sunday	November 19	11:00am - 6:00pm	HC	Select Scenes
▪	Monday	November 20	3:30pm - 10:00pm	HC	Select Scenes (JHS no school)
▪	Tuesday	November 21	3:30pm - 10:00pm	HC	All Models/All Scenes (JHS no school)
▪	Saturday	November 25	1:00pm - 10:00pm	<u>Double Tree</u>	All Models/All Scenes

SHOW DAYS/ DOUBLE TREE HOTEL

▪	Sunday	November 26	7:00am - 1:00pm	Finale Rehearsal/ All Models (models stay at hotel until show time)
			2:30pm	Lunch Show (models done by 4pm)
▪	Monday	November 27	10:00am	Female Models arrive for Hair & Make-Up
			11:00am	All Other Models arrive
			12:00pm	Brunch Show (models done by 1:30pm, models leave between shows)
			7:00pm	Models return to Double Tree Hotel
			8:00pm	Evening Gala - featuring "Senior Celebration" (models done by 10pm)

▶ **MANDATORY "SENIOR CELEBRATION" DATES ~ Double Tree Hotel, Sacramento:**

▪	Monday	November 27	4:00-6:00pm	Mandatory Rehearsal/ All SC Families/ Double Tree Hotel
			8:00pm	Senior Celebration Performed at the Dinner Gala/ Double Tree Hotel

CTL APPLICATION PACKET CHECK LIST:

APPLICATIONS DUE: Wednesday, August 30 (A-M) & Thursday, August 31 (N-Z) at lunch in the HC

Please be certain the Application Packet you've printed and filled out is complete and the following items have been done before turn in. **Incomplete applications will not be accepted. Late applicants will be placed on a Wait List.**

- I called Model Coordinator **Carin Kaeser 916-761-6161** if I had questions about the Model application turn-in, conflicts with CTL dates, or any general model questions.
 - I called Senior Celebration Coordinator **Michele Coss 916-955-8135** if I had questions about Senior Celebration applications, conflicts or any general Senior Celebration questions.
 - Prospective CTL participants (and a parent of all Seniors) have read this CTL Information Letter and understand the time commitment involved. We will keep this Information Packet for reference.
 - Models:** I have carefully checked my schedules and am available for casting, all meetings, all rehearsals, and both show dates. **Senior Celebration:** I have checked my schedule and am available for the rehearsal and evening show. **All Participants:** I am aware that JHS activities could conflict with the CTL schedule so I should plan accordingly and discuss all possible conflicts with the CTL Model Coordinator. I understand that CTL cannot work around my personal conflicts.
 - I have completed a separate application for **each** participating Model (**Senior Boy, Mother, Father**) **OR one application per family for Senior Celebration.**
 - I completed associated web forms (<http://www.jesuithighschool.org/post/ctl-model-application>).
 - I have printed each application page in color, on a separate sheet of paper (not front & back.)
 - I am turning-in an original application (in color if possible)** – no photocopies/faxed copies. I double-checked to be sure my application was printed correctly and completely filled out.
 - I have attached a color head shot photo to fit within the square provided, secured with scotch tape to top and bottom. No hats/sunglasses are worn in the photo.
 - I have all necessary **original signatures. Seniors, be sure a parent signed your Contract page.**
 - I have attached a \$75 late drop/late change check – NO CASH ACCEPTED - included for EACH Model or only ONE check per Senior Celebration Family (pair or trio.)** This is not an application fee. Check(s) will be cashed only if participant(s) drops from the show or causes changes after Sunday, October 1, 2017. Details of the Late Drop/Late Change Deposit are below.
 - Check(s)** made payable to **“CTL”**
 - Staple check(s) to the top, upper left corner of the Option Page (top page of your application)**
 - **Models – a separate \$75 check per Model (Senior Boys, Mothers, Fathers & Senior Girls)**
 - **Senior Celebration Families – only one \$75 check per SC family**
 - Write Model's Name or Senior Celebration Family Name** in the Note/Memo area of the check.
- NOTE: *LATE DROPS/LATE CHANGES - \$75 Deposit Required (Models – one check per person & Senior Celebration - one check per family):** Sunday, October 1, 2017 is the deadline for Models and Senior Celebration Families to drop from the show or make changes to their modeling status. The \$75 deposit is not a participation fee. Any Model or Senior Celebration Family who drops out of the fashion show or causes changes to their modeling status after the Final Date to Drop/Change (October 1) will be charged \$75 and the check will be kept. After the shows, checks will be shredded if participants have not dropped or caused changes.

FINAL APPLICATION PACKET MUST INCLUDE THESE PAGES IN THE FOLLOWING ORDER:

MODELS:

- Top Page: **Option Page** (page with 3 columns - only **ONE** column is checked)
\$75 check(s) per participant stapled to top left corner of Option Page
- Next: **Model Application Page(s)** (fill-in application & contract page) for each participant in the following order; Boy, followed by Mother and/or Father

SENIOR CELEBRATION FAMILIES:

- Top Page: **Option Page** (page with 3 columns - only **ONE** column is checked)
\$75 check (one per family) stapled to top left corner of Option Page
- Next: **Senior Celebration Application pages (fill-in application & contract page)**

THANK YOU FOR YOUR SPIRITED INTEREST IN MODELING IN CTL!