

The Polar Express 2026 Holiday Show Application



The Huntsville Skating School & Training Academy cordially invites ***you*** to join the cast of our 36th Annual Holiday Show: *The Polar Express*. Over the years, these productions have become a celebration of the artistry and splendor of skating presented by our talented skaters. Every member of the Huntsville Skating School & Training Academy is encouraged to participate in this year's show!

PRODUCTION INFORMATION

Production: <i>The Polar Express</i>	Show Date: Saturday, December 12, 2026
Presented By: HSSTA, Sanctioned by USFS	Show Times: 2:00 p.m. & 7:00 p.m.
Production Manager: Lisa Novak	Leadership Team: Ginger Gober & Megan Weber
Props & Sets: Sharon Life-Putman & Rebecca Booth	Costumes: Sharon Life-Putnam & April Schonrok

SHOW APPLICATION DEADLINES & REQUIREMENTS

Applications Open: August 26, 2026	Applications Due: September 8, 2026
<u>Requirements</u> • Current member of HSSTA, Learn to Skate or ASPIRE • Submit a complete and signed application by the deadline & performance fee payment	<u>Applications may be submitted</u> • In person to the HSSTA office • Emailed to hssta@icesportscenter.com <u>NO LATE APPLICATIONS WILL BE ACCEPTED</u>

IMPORTANT DATES

September 8th	Holiday Show Applications & Performance Fee Due
September 14th	Cast List Posted
September 22nd @ 6:30 p.m.	Virtual Kick Off Meeting with Cast & Parents
September 25th	Rehearsals Begin & Practice Ice Fee Due
November 6th @ 4:30 - 6:30 p.m.	ACT 1 Rehearsal (MANDATORY if in Act 1)
November 13th @ 4:30 - 6:30 p.m.	ACT 2 Rehearsal (MANDATORY if in Act 2)
December 4th @ 4:30 - 6:30 p.m.	Finale & Final Tech Rehearsal (MANDATORY, Entire Cast)
December 11th @ 4:00 - 6:30 p.m.	DRESS REHEARSAL (MANDATORY, Entire Cast)
December 12th: SHOW TIME!!	2:00 p.m. Show (Call time: 1:00 p.m.) 7:00 p.m. Show (Call time: 6:00 p.m.)

SHOW COST & FEES

PERFORMANCE FEE

Due with application by September 8th through FinnlySport

Covers all costs associated with ice time, & locker rooms for the following: Act 1, Act 2 & Finale Rehearsals; Dress Rehearsal; Both Shows

Learn to Skate, ASPIRE & Adult Class Skaters	\$85.00 per skater
Freestyle Skaters (Pre-Preliminary - Senior / Adult Pre-Bronze - Senior / ISI FS 4-10)	\$100.00 per skater
Special Olympics Team & Adult Synchro	\$350 per team

PRACTICE ICE FEE

ONLY FOR LEARN TO SKATE, ASPIRE & ENSEMBLE GROUP NUMBERS

Paid after casting announced, due by September 25th through FinnlySport

Rehearsals are planned for the following Fridays: Sept. 25, Oct. 2, Oct. 16, Oct. 23, Oct. 30 & Nov. 20

Solos, Duets and Trios rehearsals will take place during freestyle private lesson times throughout the week and will be coordinated directly between the skater(s) and coach(es). Regular Freestyle pricing and third party procedures apply. Special Olympics and Synchro rehearsals will take place during regular practice times.

Total Cost Per Skater for 6 rehearsals	\$108
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COSTUME FEE

Our Costume Coordinator will discuss costume information with parents after casting is announced. Based on our 2025 holiday show, please budget \$60 for this expense. We will make every effort to be mindful of costume cost. This fee is due when your costume is ordered.

TICKETS

As part of your participation, each skater will receive 2 complementary tickets. These may be used by friends or family. Anyone that attends the show must have a ticket. Tickets are not required for anyone 2 years of age and under. Additional tickets will be available for purchase beginning December 1st.

PARENT/GUARDIAN/CAST MEMBER COMPACT

Parents/Guardians/Cast Members must agree to comply, support and respect the authority and decisions of all HSSTA staff and Instructors during rehearsals, performance and other show related activities. Parents/Guardians will teach their child to do likewise. Violations are subject to removal from the show. **By submitting a signed show application you are agreeing to these terms.**

WE NEED VOLUNTEERS!

PLEASE CONSIDER VOLUNTEERING FOR OUR HOLIDAY SHOW BY COMPLETING A VOLUNTEER FORM.

THANK YOU IN ADVANCE!

The Polar Express 2026 Holiday Show Application

****Applications Deadline: September 8, 2026**



Name _____ Age _____ Skating Level _____

Coach(es) _____ School _____

Address _____ City _____ Zip _____

Parent/Guardian Name _____ Phone _____

Email _____

Please answer the following:

1) Circle your desired casting category (select all that apply): Primary Duet/Trio Group Teen Any

2) Were you a part of last year's Holiday Show: Yes No If Yes, roll: _____

3) I understand that every effort will be made to schedule group and ensemble numbers as planned on Fridays, however, due to show needs another day of the week may be utilized. Is there a day you are NOT available:
 Monday Tuesday Wednesday Thursday Saturday

4) Are you a member of the following: Special Olympics Team Adult Synchro Team No

Show Rules and Expectations: Please check each box to signify your agreement

- ☐ I understand the time, commitment and costs as outlined in the show's application
- ☐ I understand that rehearsals are mandatory. Unexcused absences may result in the skater being removed from the performance. Any circumstances - illness or injury - that cause the skater to miss rehearsals must be reported to the Skating School Office and the assigned coach as soon as possible
- ☐ I understand that applicable Act & Finale rehearsals, Dress Rehearsal and ALL performances are mandatory for all skaters
- ☐ I understand that if a skater drops out of the performance, no refunds or credits will be given - due to the expense associated with the performance.
- ☐ I understand that, once cast, all applicable Performance Fees and Practice Ice Fees must be paid by the posted deadlines in order to participate in the show (Performance Fee: due by Sept 8th / Practice Ice Fees due Sept 25th)
- ☐ PHOTO WAIVER: Photos and videos are taken throughout the production season. The documentation of the event is not limited to the location of the Ice Sports Center. The documentation includes, but is not limited to, behind the scenes photos & video, on-ice video & photography, still portraits, and production documentation photos. The undersigned hereby grants full permission to The Skating School and Training Academy and the Skating Club of Huntsville and the Friends of Recreational Ice Activities (FRIA) to use any photographs, video or other records or documents of the production and to do so without notice or compensation to the undersigned.

Skater Signature _____ Date _____

Parent/Guardian _____ Date _____

****Applications will NOT be accepted without parent/guardian signature if skater is under the age of 18**

COSTUME MEASUREMENTS FORM

2026-2027 Season



****If you need help, our Costume Coordinators can assist with measuring.**

Skater name _____ Age _____

Parent name _____ Phone _____

Important guidelines for taking accurate measurements:

- All measurements should be taken in inches with a flexible measuring tape.
- Hold the tape firmly, but do not pull it tight. There should be no indentation where the tape goes across the body.
- Do not measure over heavy clothing or jeans.

Bust/Chest: _____

Measure around the chest at the fullest point (not below the bust)

Waist: _____

Measure around the natural waistline (the narrowest part)

Hips: _____

(Standing with feet together, measure around the fullest part of the hips)

Inseam: _____

(Measure inside of leg, from the crotch to 2 inches below the ankle bone)

Girth: _____

(Measure from center of one shoulder, **down** the front, through the crotch and up to the starting point.)

Clothing Size: _____

(What size does the skater normally wear)



It is critical to take accurate measurements to ensure that costumes fit properly!

Questions? Please feel free to ask Ms. Sharon or Ms. April for assistance.

Email hssta@icesportscenter.com

Volunteer Form 2026 Polar Express



Volunteering for the 2026 Production of *The Polar Express* is a fun way to experience the excitement of this event with your skater. We need volunteers - like you - to make this year's production the best one yet! We appreciate your busy schedule and know that your time is a precious commodity. Whether you can give a little or a lot, we're grateful for your participation!

Worried about prior experience? No prior knowledge of any area is required.

Only Requirement: Each volunteer will be required to complete a brief SafeSport training module online prior to the event. It's free and only takes a short amount of time.

Volunteer Name _____ Skater's name _____

Email address _____ Preferred Phone # _____

If Volunteer is under 18, Age: _____ School: _____

Best way to contact you: Email Phone (call) Text Message

Volunteer Opportunities (Please select all that apply)

_____ **Poster Distribution Coordinator** : (Nov/Dec) Take and hang up posters in strategic locations, monitor poster sign out sheet for locations, encourage families to get posters into their work and community locations

_____ **Lobby Set-up**: (DEC 12) Set up tables & white table cloths, people movers, black out windows, etc...

_____ **VIP Area Coordinator**: Responsible for volunteers to assist with guests during show, setting up VIP area and assisting with sponsorships for VIP Area.

_____ **Audience Prompts**: (2 Shows) Sit in audience and encourage applause at the appropriate times.

_____ **Check-in**: (DEC 11 & 12) Positions available at all shows plus rehearsal. Be at rink #2 back door 1 hour prior to dress rehearsal and/or shows with check in list and maps for locker room assignments.

_____ **Ushers**: (DEC 12) Hand out programs and tear tickets at doorway and base of stairs; Assist with seating; Arrive hour before shows, work through beginning of show & during intermission. Be aware of emergency exits. No uniform; badge.

_____ **Locker Room Coordinator**: (DEC 11 & 12) Post locker room assignments on doors for these days: Fri & Sat) Confirm locker rooms are clean & dry. Confirm locker rooms are unlocked (rink front desk for key) and bathrooms are accessible correctly to each space. Post show order inside each locker room door. Set up mirrors in locker rooms for dress rehearsal and performance days. Clear out locker rooms after each show.

_____ **Locker Room Parent**: (Dec 11 & 12) Work in locker room during dress rehearsal & performances. (Dec 11, 12) arrive 1/2 hour before dress rehearsals and one hour before shows)

_____ **Spotlights**: Training will be provided) Need to be available for rehearsals on 11/6, 11/13, 12/4, 12/11 and shows on 12/12. Responsible individuals that can take instruction and remember cues during the show. Arrives 1 hour before shows.

_____ **Backstage**: (DEC 12, 13 Can work any rehearsal or shows) May be on or off ice. Work with kids. Fix props/sets.

_____ **Props Coordination**: Can work all rehearsals & both shows) Set up table on ice for Fri, Sat. Confirm the correct quantity of props are in place prior to rehearsal and shows & props stored safely after shows.

_____ **Sound Board Operator**: Need to be available for rehearsals on 11/6, 11/13, 12/4, 12/11 and shows on 12/12. Responsible individuals that can take instruction and remember cues during the show. Arrives 1 hour before shows.

_____ **Take-down Crew**: Dec 12th approx. 3:30pm and 8:30pm) Help take down set and pack it up. Wear warm clothes, work gloves, sturdy shoes, and powered screwdrivers are helpful. Meet backstage after the show. 10-15 people needed.

_____ **Sponsorship Coordinator**: Assist with obtaining sponsorships for VIP Area, props, etc.

_____ **OTHER** (Sometime between now and Dec 12th) FIND ME A JOB!