



Event Guidebook

**All the important information you need
to assist you and your group
in planning the experience of a lifetime!**



Pre-Arrival Information for your *Disney Imagination Campus* Event

Your event(s) may be scheduled at any time during the day.

- Please avoid scheduling travel or other commitments on the day(s) of your event(s).
- Your group may be required to arrive at the *Disneyland*® Resort prior to Park opening.

Call us three (3) weeks prior to your event(s) at **(321) 939-7560** to receive your program time and confirm your itinerary. ***Your event(s) will not be confirmed until we have received all required event details.***

During your confirmation call, a Pre-Production Specialist will confirm your arrival time and location for each event on your itinerary.


All Participants, Directors, and designated Chaperones **must** arrive together at the appointed time. A late arrival may result in the cancellation of your event.

In the event you arrive more than 15 minutes early, or if you are going to be late, please contact our operations office at **(714) 781-4132**.

Directors and designated Chaperones must be 25 years old or older.

At least two (2) adults **must** be present throughout the duration of your event(s). In the event of an emergency, a Chaperone may be required to take a student to First Aid.

Additional Guests should be dropped off in the Toy Story Lot before your group arrives. From there they may board a shuttle to the Main Entrance Esplanade.





Vehicles, Parking and Arrival

Transportation Guidelines & Preparation

Disney Imagination Campus does not provide transportation to or from the *Disneyland*® Resort, or any backstage entrance gates.

If your group is scheduled to meet prior to park opening, a vehicle will be required to bring participants backstage.

If your event requires a storage vehicle, you must provide at least one vehicle to transport any instruments, costumes, and props to the backstage production area, and to store your personal belongings during your event(s).


- Your vehicle(s) **must** remain accessible to you in the backstage production area until your event is complete.
- A chaperone/driver **must** stay with the vehicle for the duration of your event.

Backstage parking is only permitted for the duration of your event should a vehicle be required. Before and after your event, vehicle(s) must be parked in one of our designated Resort Guest Parking Locations.

Your busses should park at the Toy Story Parking Lot (located at the cross street between Harbor Blvd. and Anaheim Convention Center), unless otherwise noted by a Pre-Production Specialist.

For the most up-to-date parking information, please visit: <https://disneyland.disney.go.com/guest-services/parking/>

Your entire group will meet your Coordinator/Facilitator at the time and location determined during your confirmation call. Separate arrival times cannot be accommodated.





In-Park Educational Experiences

Event Program Guidelines & Preparation

Certain experiences during the program require each participant to have immediate access to their issued ticket.

Only Participants, Teachers/Leaders, and designated Chaperones may join the Program. Non-participating children and other additional Guests are not allowed on the Program.

Leaders and designated Chaperones must be 25 years old or older.

- A minimum of 2 adults (1 Teacher/Leader, 1 designated Chaperone) are required to attend the program. Additional designated Chaperones will be required for groups of 20 Participants or more, based on a 1:10 Chaperone to Participant ratio.
- Teachers/Leaders and designated Chaperones may not have their own children with them during the program as non-participants. This includes, but is not limited to, infants and toddlers.
- Chaperones will be required to stay with their group for the duration of the program. They will also be required to proactively assist with keeping their group together and ensuring Participants' safety.

Please contact a Pre-Production Specialist for any questions regarding assistance with any participant's accessibility needs.

Please have everyone wear comfortable walking shoes and weather-appropriate clothing.





In-Park Educational Experiences

Event Program Guidelines & Preparation (continued)

Programs might include the riding of *Disneyland*® Resort attractions, which may have a height requirement. If Participants do not meet the height requirement or prefer not to ride, they will need to be accompanied to the exit of the attraction by a Chaperone.

Participants are encouraged to bring a healthy snack and bottled water in a backpack or bag.

Any materials needed for the program will be provided.

Candid photos may be taken by Teachers/Leaders and Chaperones during the program if it does not interfere with the experience. However, photos are not permitted in backstage (Cast-Only) areas.

Videography and audio recording of any kind are not permitted.





Performing Arts Events

Event Program Guidelines & Preparation


An Imagination Campus Coordinator will escort your group backstage to prepare for your event. In the event you arrive more than 15 minutes early, or if you are going to be late, please contact our operations office at **(714) 781-4132**.

Only Participants, Directors, and designated Chaperones may enter the backstage area. Non-participating children, any children under the age of seven (7) years old (this includes infants and toddlers), and other additional Guests are not allowed backstage.

If your group is scheduled to arrive directly backstage, please arrange for all additional Guests to arrive in a separate vehicle and go directly to a designated Resort Guest Parking Location. Additional Guests must be dropped off before your group arrives backstage.

Performance attire (full or partial) may not be worn in the Parks before or after your Event(s). Guest restrooms in the Parks should not be used to change into performance attire.

Garment bags, rolling suitcases, instruments, and props are not permitted through the Main Entrance. These items must be brought backstage in a vehicle and cannot be carried through the park after the performance.





Stage Show Guidelines & Preparation – Performing Arts Events

General

Please download and complete all required show paperwork on PlanEars.


- Indicate placement of equipment.
- Draw items to scale.
- Upload the completed forms back into their respective fields.

Show length: minimum 20 minutes, maximum 30 minutes. Due to the intricate scheduling of entertainment at the *Disneyland*® Resort, your performance **must** begin and end on time.

Your performance may be cancelled in the event of inclement weather.

A stage technician and sound system will be provided by the *Disneyland*® Resort. A maximum of 10 hard-wired, unidirectional microphones for solos and/or announcements are available. A limited number of wireless mics may be available on the performance day. Final number and placement of microphones will be at the discretion of the *Disneyland*® Resort. General microphone coverage is available.

Stage surfaces vary. Performers should use caution at all times, particularly in hot, sunny, or wet conditions. To protect the stage surface, rosin is not allowed.





Stage Show Guidelines & Preparation – Performing Arts Events

Content and Show Standards

We suggest performing upbeat, popular, patriotic, or seasonal tunes that are family friendly. Please submit a complete list of songs for approval prior to your performance date by completing the requested *Show Description* in PlanEars.


The *Disneyland*® Resort reserves the right to remove any song that contains lyrics, meaning, or overall tone deemed unsuitable for a family environment. Inappropriate show content can and will be removed immediately upon discovery, including the day of your performance. Music suitable for radio airplay may not necessarily be suitable for performances at the *Disneyland*® Resort.

We assume songs will be performed as published. If you are creating medleys, mixes, or editing songs, please provide lyrics. Also please be prepared to send in a recording of any song mixes in your show.

Please be prepared to discuss and possibly perform show elements for your Coordinator to better ensure a smooth performance.

To maintain professionalism, Performers may not enter the audience area while in costume or visit with Guests immediately before, during, or after the show.

The following are not approved for performance at the *Disneyland*® Resort:

- Any copyrighted or trademarked material, including Disney character artwork on performance attire or props.
 - The portrayal of any character (real or fictional).
 - Distribution or sale of printed material or merchandise.
 - The use of political or controversial content.
 - The use of songs with explicit or suggestive lyrics.
 - Sweetening tracks that overpower any singers (Sweetening tracks may only be used minimally to assist vocals, but not replace them).
 - Lip-syncing is not permitted
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Stage Show Guidelines & Preparation – Performing Arts Events

Performance Attire

The *Disneyland*® Resort reserves the right to cancel any event due to inappropriate costuming, clothing, or footwear.


You may be asked to adjust the performance attire that you initially applied with in your original audition material and/or photo. Performance attire is expected to be consistent with Disney standards as outlined below. Performance attire that is acceptable at other venues might not be appropriate for the *Disneyland*® Resort.

Directors, accompanists, and advisors appearing on stage must wear professional attire, business casual, or be in a costume that is consistent with Disney standards.

Acceptable:

- A uniformed and well-groomed look. All performance attire, including shoes, must be uniform in style. For example, “concert dress” means black slacks/skirts, black dress shoes and socks, and white dress shirts or blouses.
- Cultural costumes will be reviewed on a case-by-case basis.
- Full costume changes are not permitted.

The addition of accessories and overlays during the show is acceptable under the following conditions:

- A small number of Performers are involved.
 - All adjustments happen backstage.
 - Modest under-dressings such as leotards and tights are to be worn at all times; no private changing area is available. Disney Cast Members and others may be present at any time.
 - The show is not delayed for a costume adjustment.
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Stage Show Guidelines & Preparation – Performing Arts Events

Performance Attire (continued)

Performer Shoes:

- Full-soled shoes must be worn at all times.
- Split-soled shoes are allowed as long as the entire sole is covered.
- Open-toed t-strap character heels are allowed.
- For safety reasons, dancing in socks only, flip-flops, bare feet, or half-soles is not permitted.
- Participants without appropriate footwear may be removed from the show or workshop.
- Please submit photos of any shoe in question.

Props:

- Large props may not be permitted.
- Firearms, fire batons, swords, sabers, and machetes of any kind are not permitted.
- See Auxiliary Guidelines for additional information on marching rifles (Marching Bands only).
- For any questions regarding props, please contact a Pre-Production Specialist.

Unacceptable:

- Revealing styles: i.e. extremely short or restrictive skirts and shorts, bare midriffs.
- Tattered clothing: i.e. anything with holes or tears.
- Any sunglasses.
- Sandals, flip-flops, bare feet, athletic shoes, or any style exposing some or all of the sole of the foot. (*Exceptions for athletic shoes may be made for dance performances*)
- Mascots, character costumes, and costumes that suggest the portrayal of any personality, real or fictional.
- Costumes and masks that cover the eyes.



Stage Show Guidelines & Preparation – Performing Arts Events

Choreography & Movement

The *Disneyland*® Resort reserves the right to cancel any performance due to choreography or prop usage that may jeopardize the safety of Performers, Guests, or Cast Members.

Prior to your performance, be prepared to perform all choreography for your Coordinator.

Performers should use extreme caution when staging choreography and movement including tumbling.

- At least one hand or foot must be on the stage at all times. Back handsprings and aerials are not permitted.
- Assisted lifts are allowed as long as the supporting party's arms are not fully extended over the head.

Marching Bands

Prior to and following the performance, marching units, Directors, and one Chaperone will travel through the backstage area using a single drum rim tap or walk without a drum cadence.


- Your group will be asked to remain as a unit and follow safety instructions given by your Coordinators.
- Prior to step-off, Chaperones will be escorted into the Park to view the performance and instructed where to meet the Coordinators at the end of the performance. However, one designated Chaperone will be required to remain backstage with the group at all times.

Ranks of no more than seven (7) across on the Parade Route are recommended. The *Disneyland*® Parade Route width varies from 15 to 36 feet wide. The *Disney California Adventure*® Performance Corridor is 36 feet wide. * Please note that additional restrictions may apply due to current Covid-19 protocols. Please see the Health & Safety information available on the website www.disneycampus.com.

The band and auxiliary units must maintain forward motion at all times. All auxiliary choreography must be conservative and suitable for a family environment.

- Please see the specific auxiliary guidelines on PlanEars. The Director is responsible for communicating these guidelines to the auxiliary captains.

The *Disneyland*® Resort reserves the right to cancel any performance due to choreography, movement, or prop usage that may jeopardize the safety of Performers, Guests or Cast Members.





Stage Show Guidelines & Preparation – Performing Arts Events

Preparing Your Pre-Recorded Musical Selections


Your music is as important as your costumes and choreography and should be just as professional.

- Pre-Record all musical selections in performance order.
- Use a digital format for your original source. High grade audio equipment is encouraged.
- Monitor the input levels to ensure consistent volume.
- Upload approved songs to your PlanEars Dashboard.
- Prepare 1-2 backup copies, on flash drive or CD, and bring them with you on the day of event.

Dance groups may not sing along with or lip-sync to their accompaniment.

Performing Arts Groups who sing (show choirs and choirs) may not use a pre-recorded track as part of their show and sing along as if they are the live group vocals, even if it is the group singing on the recording.

If your group requires additional vocal foundation, please prepare a split track recording (accompaniment on one track, and vocals on a completely separate track) which will allow your *Disneyland*® Resort Technician to turn the track up or down to ensure that your group can be heard.





Workshop Guidelines & Preparation – Performing Arts Events

All Participants, Directors, and Chaperones must wear full-soled shoes while in the backstage area.


Only Participants, Directors, and designated Chaperones may enter the workshop. No food, gum, or drinks may be taken into the workshop space, except bottled water with a cap.

No photography or video recording is permitted backstage at any time, including inside the workshop space.

Dance shoes (full-soled) or athletic footwear is required for dance workshops. For the safety of the Participants, workshop participation in bare feet, stocking feet, sandals, or flip-flops is not permitted. Dance attire or comfortable clothing that allows for movement is required. Participants may not wear short or restrictive skirts. Tights are recommended if wearing dance shorts.

Disney Imagination Campus will provide chairs, music stands and all required music. Please download, complete, and upload the Soundtrack Session Workshop Plot and Instrumentation Sheet found on PlanEars to provide exact seating and instrumentation for your group. Percussion equipment will be provided by *Disney Imagination Campus*, as well as all necessary sticks and mallets.

Disney Imagination Campus will not have a location to store your belongings before, during, or after your event(s). Instruments, equipment, and/or personal belongings may only be brought backstage for the duration of your event(s) and must be stored on your vehicle(s). If a vehicle is not required to support your event, personal belongings will need to be monitored by your designated Chaperone(s).





After Your Event – Performing Arts Events

Following your event, all Participants, Directors, and designated Chaperones must return with your Coordinator to the backstage Production Area.

Non-participating Guests may not accompany the group backstage.

Participants will change out of performance attire in a designated dressing room located in the backstage Production Area. Guest restrooms in the Parks may not be used to change clothes/attire.

All costumes, garment bags, suitcases, instruments, and props must be returned to your backstage vehicle.

Following the reloading of costumes, instruments, and props, your Coordinator will escort your vehicle out of the Backstage area where it can return to the Toy Story Parking Lot.

Your Coordinator will escort all Participants, Directors, and designated Chaperones into the Park to enjoy the rest of their day.

At the end of the day, your group will exit the park into the Esplanade and will need to meet their vehicles in the appropriate parking lot(s).

