



## Onboarding Package

Welcome to TMC - we are so excited to have you!

### HEADQUARTERS

The Magic Continues "HQ", as we call it, is located within The Phipps family home. This is where you will report both before and after scheduled gigs to get into and out of costume, unless otherwise stated.

All costumes are located within the walk-in closet - all costumes are to be hung neatly and placed neatly back into the closet after use. **No eating in costume.**

All event activities will be supplied to you by TMC - it is your responsibility to bring back all party supplies from each event and put them away. Loss of TMC property will result in the cost of the item being deducted from your gig pay.

If you arrive to HQ and no one is home to let you in, the garage code is:

### PERSONAL HYGIENE

All performers are required to maintain personal hygiene.

**Deodorant is required to be worn to any and all events.**

Piercings must be removed during event performance.

Colored nail polish or unnatural nail shapes (long acrylics, etc.) are not allowed to be worn while performing - natural nail polish colors only (exceptions made for gloved characters).

### WIG MAINTENANCE

All wigs, wig caps, bobby pins, etc. will be supplied for you by TMC. It is your responsibility to use wigs with care - wigs that are damaged due to negligence will result in a deduction from pay for the value of the wig.

Wigs are located within their organized spot, on a wig head. How you find it is how you are expected to return it. Wig caps should be flat against the wig head, wigs should be sitting straight on the wig head, just like you would wear it on your head.

**Wigs are not to be flipped upside down to apply.**



## **PAY**

You will be paid a set gig rate - see below:

30-minute parties, \$40

60-minute parties, \$60

Corporate or large-scale public events, \$30 an hour (unless otherwise negotiated and informed)

You are also paid for your travel time and gas consumption at \$.55 per mile, each way. If you are a passenger, you are paid for travel time, not gas consumption. This fee is calculated and collected by the owner and paid along with your gig pay.

Events are paid within a week of performance date via Venmo.

All tips are the property of the performers. Tips must be split evenly with gig partners, if applicable.

## **GETTING STARTED**

To complete your training with TMC, you will attend an **unpaid** shadow party to observe our processes. From there, you will then perform in a **paid** duo event with another seasoned performer. If you are comfortable and deemed ready to begin solo performances, you will either be assigned another duo party, or assigned events on your own - we can pace your training however you need.

Performers are required to provide their own undergarments (spanx, bras, etc.) and shoes unless the character otherwise specifies. Nude character shoes are required for all princess performers. You are welcome to leave your shoes at HQ in the designated shoe storage space.

## **EVENT KNOW-HOW**

As a performer for TMC, you are expected to be in character from the moment you enter a venue until the moment you leave. Mannerisms, posing, improvisation etc. is all a part of your job - you are the magic maker!

It is your responsibility to have knowledge of the characters in which you are playing!



## **TIME MANAGEMENT**

Time management is a critical aspect of our business. You are expected to calculate your own time from your home to HQ, time spent getting ready, time from HQ to the booked event.

You are expected to arrive to scheduled events **on-time**. If you are going to be late due to unforeseen traffic, accident or weather, it is your job to contact either Sydney, or directly to the client to inform them of your updated ETA.

It is your job to manage the pacing of events as you are there. While it is our policy to allow the children to lead their own experience, you should always try to lead all activities.

If you lose track of time and overstay your party, **this is not compensated**.

## **PRE PARTY TEXT**

Upon your departure from HQ to your event, you are required to send a pre-party text to the client. This is critical because it assures our clients that we are in action and also prepares YOU for any unexpected details. See the guideline script below-

"Hi \_\_\_\_\_, this is \_\_\_\_\_ from The Magic Continues Character Parties. I just wanted to inform you that I am en-route and am expected to arrive at \_\_\_\_\_AM/PM. Should my ETA change, I will keep you updated! Is there anything I should know about your venue? Any parking instructions, entry codes, specific doors or stairs I need to be aware of? I can't wait to make magic for \_(child name)\_!"

## **EMERGENCIES**

In the event of an unexpected problem - contact Sydney at 4439873140.

In the event of an emergency - please call 911.

Please know - if you attend a party where there is inappropriate behavior towards you, excessive drinking, or you feel unsafe in any way, you are permitted to leave the event with no repercussions. TMC will have your back.



## Event Itineraries

Please see the event itineraries below, and refer back to this with any questions:

### **30-Minute (Princess)**

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- Meet & Greet
- Interactive Storytime
- Sing-a-Long
- Offer to sing "Happy Birthday" song
- Photo Ops

### **60-Minute (Barbie)**

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- Meet & Greet
- Glitter Tattoos
- Fashion Hair Extensions
- Nail Painting
- Fashion Show
- Offer to sing "Happy Birthday" song
- Photo Ops

### **60-Minute (Mermaid)**

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- Meet & Greet
- Interactive Storytime
- Ocean Show & Tell
- Pool Games
- Free Swim
- Offer to sing "Happy Birthday" song
- Photo Ops

### **60-Minute (Princess)**

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- Meet & Greet
- Interactive Storytime
- Sing-a-Long
- Glitter Tattoos
- Ribbon Dancing
- Offer to sing "Happy Birthday" song
- Photo Ops

### **60-Minute (Superhero)**

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- Meet & Greet
- Interactive Storytime
- Axe Throwing
- Super-Hero Obstacle Course
- Sticker Craft
- Offer to sing Happy Birthday" song
- Photo Ops

### **60-Minute (Dinosaur)**

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- Meet & Greet
- Interactive Storytime
- Dinosaur Dance Party
- Fossil Dig
- Sticker Craft
- Offer to sing "Happy Birthday" song
- Photo Ops



## PARTY MUSIC

The majority of parties have pre-set party music supplied to you via Google Drive. You will select the music based on the specific character or theme of your event.

Tracks are equipped with sound cues - for princesses & dinosaur, you have 12-minutes before the sing-a-long/dinosaur dance party will automatically begin. You must anticipate this!

For ALL, the music will cue your last five minutes of the party time. It is your job to anticipate this and exit on time! The last five minutes is an excellent time to offer to sing "Happy Birthday", and offer final photo ops.

## PARTY PROCEDURES

### PRINCESSES

#### **Storytime**

Storytime are to be led in first-person. Where is may say, "Spider-Man ran away", you'd read it as "I ran away." Act out what you can and pause occasionally to ask the kids questions - try to find a lesson if you can!

#### **Glitter Tattoos**

Glitter tattoos are to be one color, one per child.

You'll need a brush for each color glitter, a bottle with glue, theme appropriate stencils and glitter. We recommend taking 2-3 glitter color options per party.

**It is your job to clean all glitter tattoo supplies using provided cleaner and put them away.**

#### **Sing-a-Long**

Try to create an interactive sing-a-long and encourage the kids to sing with you. Act out what you can, like Elsa building her ice castle, etc.

#### **Ribbon Dancing**

Each child gets one ribbon dancing stick. Use these to dance, make patterns, free play, or lead a game of "Princess Says". **These are to be collected and brought back to HQ.**



## **SUPERHEROES**

### **Superhero Obstacle Course**

Using provided cones, jump ropes, etc. create an obstacle course for the kids to go through. Weaving, ducking, somersaulting, jumping. etc. Do not include any advanced or dangerous movements (ie. backflips).

### **Storytime**

Storytime are to be led in first-person. Where is may say, "Spider-Man ran away", you'd read it as "I ran away." Act out what you can and pause occasionally to ask the kids questions - try to find a lesson if you can!

### **Sticker Craft**

One per child. Lead the activity seated if you can. The are to be kept by the child.

### **Axe Throwing**

Explain safety before allowing the kids to begin.

- 1.No throwing at one another, throw at the target only.
- 2.Axes stay with the target, they are not to leave the axe throwing area.
- 3.Form a single file line, each child throws the three axes and then moves to the back of the line to let the next child take their turn.

Calculate points at the end of a child's turn for them to keep track of if they wish.

1 point - Outer Area

2 points - Inner Area

3 points - Bullseye

It is your job to lead this activity and supervise it safely, while maintaining your character.

All axes are to be collected and taken with you at the parties conclusion.

Lost axes will result in a \$10 deduction from gig pay.



## **DINOSAUR**

### **Dinosaur Dance Party**

This is located in the Dinosaur Party track - it is a call and response dance. It is your job to lead the dance and teach it to the kids.

### **Sticker Craft**

One per child. Lead the activity seated if you can. The are to be kept by the child.

### **Storytime**

Act out what you can and pause occasionally to ask the kids questions - try to find a lesson if you can!

### **Fossil Dig**

It is your job to pack your fossil dig kits before the event. There should be one box per child. Each box gets a few rocks, a dinosaur egg, a dinosaur skeleton or other knick knacks we have available, and a scoop to dig. Be sure all items are fully buried!

At the event, it is best to set up this activity at a table if available. Interact with the kids as they dig, explaining what they're finding. If the kids are young enough, re bury the items to extend the activity time!

## **MERMAID**

### **Storytime**

Storytime are to be led in first-person. Where is may say, "Spider-Man ran away", you'd read it as "I ran away." Act out what you can and pause occasionally to ask the kids questions - try to find a lesson if you can!

### **Show & Tell**

You will have a bag of shells and other aquatic knick knacks to "Show & Tell" with the kids. Have stories prepared for each - where you found it, how you found it, etc.

Allow the kids to pass them around and feel them.

**Collect these items and bring them back with you.**



### **Sinking Toys**

It is your job to gauge the swimming abilities of the kids in attendance - do not throw toys into the deep end for small children. For smaller children, perhaps use the shallow end or the stairs.

Use these to lead a treasure hunt!

### **Free Swim**

Use this as an opportunity to use your creativity! Teach the kids how to swim like a mermaid, splash like a mermaid, pick what color their tail would be, what would their mermaid name be, lead mermaid races, etc. Have fun!

## **BARBIE**

### **Glitter Tattoos**

Glitter tattoos are to be one color, one per child.

You'll need a brush for each color glitter, a bottle with glue, theme appropriate stencils and glitter. We recommend taking 2-3 glitter color options per party.

**It is your job to clean all glitter tattoo supplies using provided cleaner and put them away.**

### **Nail Painting**

Self-explanatory! Try to pace this as best you can and use it as an opportunity to get to know the kids better.

### **Fashion Hair Extensions**

You will apply one fashion hair extension per child - if available, you can cut them to match the length of the child's hair. One per child. These are kept by the child.

### **Fashion Show**

Prep the kids by teaching them a model walk and different poses. Pass out the feather boas, one per child and line them up.

Using the party soundtrack, seat any adult party guests in a separate space. You will act as the Emcee, introducing each child to the "stage" to strut their stuff on the "runway".

**Feather Boas are to be collected and brought back.**





## ADD ONS

Certain parties have add-on options that the client can book at an additional cost. If these are added to your event, it is your job to complete them in addition to the regularly included activities.

**Add-ons do not add time to events, and should be the first priority over regularly scheduled activities if time does not allow for the completion of all.**

### Coronation Ceremony

Coronation ceremonies include:

Tiara in the Glass Case

A scroll with the princess vows

A Certificate signed by your assigned character and presented to the child.

The Child is to raise their right hand and recite the vows, led by you. You will then crown them an Honorary Princess and hand them the certificate.

See Script as follows:

The Coronation Ceremony is a call-and-repeat. It goes:

"I promise..."

\*child repeats\*

"To be Kind"

\*child repeats\*

"I Promise..."

\*child repeats\*

"To be helpful"

\*child repeats\*

"To always obey the king and queen"

\*child repeats\*



"And to be a friend to those in need."

\*child repeats\*

"With your declaration, I now crown you Princess \*name\*!"

\*addressing party guests\* Repeat after me! All hail princess \*name\*!

\*guests repeat\*

### Face Painting

Face painting is a per performer add-on, meaning if you are not artistically inclined, you won't receive these events! Designs are typically small and not complex. See attached examples:



### Pre-Party Phone Call

Not applicable at this time.



## PARTY MUSIC

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For ALL, the music will cue your last five minutes of the party time. It is your job to anticipate this and exit on time! The last five minutes is an excellent time to offer to sing "Happy Birthday", and offer final photo ops.

## POST PARTY TEXT

After each and every event, you are required to check in with Sydney at 4439873140 with a brief summary of the event. This is for several reasons:

1. To anticipate any communication from the parent - if the child was shy, if something was broken, if you were dismissed early or kept late, etc. It allows for early problem resolution.
2. Safety. If we don't hear from you, we don't know if you are safe.

## PARTICIPATION

Performers are brought onto the TMC team with the expectation that they will be actively accepting gigs and producing happy clients! While this is a fun job, it is still a job and requires commitment. TMC reserves the right to terminate employment with the performer at any time and for any reason.



## EXCLUSIVITY AGREEMENT

The signing of this document serves as your acknowledgement that you will work exclusively for TMC. Performers are not permitted to work for any other character companies.

Performers also agree that they will not begin a character company of their own or offer services on the side in direct competition of TMC during or after employment with TMC.

Performers also agree that this packet, all training materials, and any stated or learned inside information about TMC or its functions are to be kept confidential and are not to be shared with anyone during and after employment with TMC, at any time.

## PHOTO RELEASE

By signing this document, you understand that any and all photos or videos taken on TMC property or in TMC costume are the property of TMC. You permit these photos to be posted on social media or used for TMC marketing.

The signing of this document symbolizes your clear understanding  
and acceptance of the terms of employment listed herein.

Performer Signature \_\_\_\_\_

Date \_\_\_\_\_