

## Final Instructions

I. Event ID # must be included in all correspondence in the subject line, on all documents sent electronically, on all hard copy forms such as on-site registrations, and on all electronic formats including YouTube videos.

II. Thrill Date And Times: Posted on Home Page.

III. Time Zone Conversion Time: There are several conversion websites you may use: <http://www.greenwichmeantime.com> and click on “time zone conversion” (menu on the left). You can also go to <http://www.timeanddate.com>, click on “meeting planner” under “time zone calculator.”

IV. Photo/Audio/Video

A. Three candid shots - Keep for your records.

B. One still overall photo of all zombies taken just before Thrill Time - Keep for your records.

C. One stationary video taken during the Thrill Time dance – Include all zombies in one view, no panning, no close-ups - Submit to TTW on Event Reporting Form.

V. Registration

A. Pre-registration – Dancers who have registered online on their local page or filled out hard copy registration forms at dance practice.

1. Sort pre-registration list alphabetically and print in spreadsheet.

2. When pre-registered dancers come in, find their name on the list, have them sign next to their name.

3. Event Managers may select the option of name tags, bracelets, arm bands, wrist bands, or hand stamps. This is to signify both who is dancing and has entered the dance space.

4. No one is allowed to participate in any activities (such as dance workshops, makeup, etc.) without wearing one of the options of name tags, bracelets, arm bands, wrist bands, or hand stamps.

B. Walk-in Registrations – Dancers who have not pre-registered.

1. Have dancers read and fill out a registration form. The form includes the waiver and can be used for both adults and underage dancers.

2. Media and volunteers – Non-dancers also need to register and sign in to obtain their photo/media waivers. Please use Media And Volunteer Agreement Form. No one within the view of any cameras can be without a name tag or arm band, etc because we need their permission to use their photos.

VI. Countdown

VII. Thriller music: Use 5 min 58 second version.

A. You may use your smart phones, laptops, and other wi-fi zombie devices.

B. Please test the reliability of your own internet connection at least once or twice before Thrill time.

VIII. Count off: 10-20 minutes before Thrill Time - Assemble zombies and count how many are ready to dance.

A. The best way to count-off is to line up the dancers in rows. The witness walks through the crowd. Each zombie counts off consecutively down the rows beginning with number 1 and following through the group of zombies until the last person has been counted. This is the number you will report, not the number registered.

B. Make sure everyone has ID (hand stamp, wrist band, etc).

C. Keep dancers in the dance area until the dance is finished.

IX. Immediately After Thrill Time

A. Fill out Final Dancer Count Form, shared on the website (we will post the day before Thrill Day). Try to do this as soon as possible after your event.

B. Upload your video to YouTube ASAP. (make sure it is labeled correctly: Name of your event, Year, Official Video Your Event ID).

X. After Event

A. Fill out and submit Event Reporting Form - Will be posted on Home Page on Thrill Day.