

Rehearsal Manager: stationed outside rehearsal room

- *Arrive 15-20 minutes early to make sure everything is set-up correctly and ready.
- *Be sure you have the key or know who does (contact liason to that particular location with questions) so the doors are open before students arrive
- *Set up direction/information signs if needed (I will have these signs for you at Wednesday's meeting)
- *Station yourself **outside** of the rehearsal room, take attendance and keep hallways/waiting area quiet
- *Check for the spelling of the students' names at the first rehearsal and send corrections to Lois Abbuhl, who is in charge of making the programs
- *Collect any artwork that hasn't been turned in yet.
- *Ask which students plan to be announcers and hand them the Instructions for Announcers sheet.
- *Instruct players to leave all backpacks, coats etc in the entry area
- *Hold onto the attendance clipboard for your group and bring it to the next rehearsal (if you are not the manager for that group next time, give the attendance clipboard to the conductor)
- *Be sure the site is locked, take down signs if needed, and return the key to the proper person.

Rehearsal Monitor: stationed inside rehearsal room

- *Arrive 15-20 minutes early to make sure everything is set-up correctly and ready.
- *Number pianos so students with specific piano assignments can find their number easily
- *Assist the conductor with anything he/she might need and keep students on task
- *Place a sticky note on each students' music of the piano number they will be using
- *Be sure each student has his/her name or teacher's name on every piece they are playing
- *Enforce the rule that NOTHING is to be placed on the pianos except the music they are using
- ***Help performers find their places in the music (if they are struggling), make sure they are in the correct octave, help them pencil in instructions from conductor** etc.
- *Hold onto the room monitor clipboard for your group and bring it to the next rehearsal (if you are not the monitor for that group next time, give the clipboard to the conductor)
- *Be sure the site is locked, take down signs if needed, and return the key to the proper person.

Ushers

Please report to Heather Hall at the ticket booth area no later than 6 p.m. to receive your assignment and materials. Doors will open at 6:15 p.m.

There are 4 entrances to the auditorium on the Main Floor plus two entrances to the balcony.

We need 2 people at each of the entrances: **one person is to take tickets, the other is to hand out the programs. Smile and welcome people warmly.** 😊

Take the tickets from each person, tear them in half and give one half back to the patron and put the other half in the containers that will be provided.

Performers do not need a ticket but their family members and friends do.

If anyone enters the main level with a video camera/tripod, kindly tell them that video cameras on tripods are limited to the balcony.

Once the concert begins, take all your ticket stubs to the ticket booth area and leave them on the table there. After 7 p.m., leave the extra programs on a chair or a music stand near the entrance you were stationed at so latecomers can get a program. Put them in a spot where people won't trip on them on their way out.

When the show starts, close the auditorium doors and stay out in the foyer until about 7:15. Do not allow latecomers to enter during a song, only during applause.

After the tickets are turned in and the programs set out, you may take your seat in the auditorium during the applause in between the pieces.

Thank you for your help!

Seating Overseers Instructions

Teachers:

*please sit with your assigned groups (the seats will be labeled for each performance group) and help them to find their seats no later than 6:50 p.m.

*please keep your eye on the program so you can be helping to alert your group when they have a piece approaching so that they can be preparing to exit their seats and line-up appropriately

*please make sure your section is quiet and respectful during other groups' performances, and while they are preparing to exit and line-up

*please help que the line-up and diffuse any confusion, especially for the younger groups, as lining up and entering the stage can be a hasty, confusing process

Thank you!