

SENIOR TREBLE FESTIVAL – GENERAL GUIDELINES

Clearview Christian Reformed Church

Saturday, March 4, 2017

Special Notes & Reminders:

- In an effort to reduce waste, we ask that **all staff** and **choristers** please bring **their own reusable water bottle**. Jugs of water will be provided at the kitchen window for refills.
- Tea, coffee, and a selection of snacks will be provided for all artistic and administrative STAFF at the kitchen window throughout the day. Please bring your **reusable coffee mug with a lid**.
- The Conductor's Luncheon will take place in the Library from 1:00 – 2:00pm.
- One "Chorister Snack Box" will be put together for each choir. This box will be available for pick up at the kitchen window for each choir. Each choir is welcome to enjoy their snack in the atrium/gym/outside when it's convenient for their own schedule. We leave this timing decision up to each choir leader.
- Each choir will receive a hard copy of the festival package upon their arrival at the church.
- A reminder that pizza dinner is provided for both choristers and staff.
- The weather forecast is looking great for Saturday. We encourage you to take your choristers outside for a walk or a game during your free time!

Guidelines and Requests for a Successful Day:

1. We ask that you provide chaperone supervision for your choristers during all times at the event, including activity areas, meals and snacks, workshop, joint rehearsal and concert.
2. The only areas in which food is allowed are the atrium and the gym. Please do not allow any food (including snacks) in the gathering rooms or the sanctuary. Water bottles are permitted in the sanctuary.
3. To ensure that the church is ready for Clearview worship services the following day, all choirs will be asked to ensure that their individual holding rooms are left clean and tidy with no garbage on the floor. Garbage bags will be provided as TCC staff needs to bring all garbage to the dumpsters following the concert. Please have your chaperones supervise the clean-up of your respective choir room(s).
4. Children are to stay within the areas allotted to them for their use during the day—holding rooms, workshop and eating areas, and the sanctuary. Children should not wander the church facility. We have specific areas rented to us, and there are other rooms excluded from our use.

Concert Requests:

1. All choirs will be seated in sanctuary between 6:45 – 7:00pm. Please ensure that choristers have used the washroom BEFORE the load in happens.
2. Conductors are asked to please monitor the concert order and have your choir prepared to load the stage when it is time for your spotlight performance. Stage directions will be given by TCC stage managers earlier in the afternoon.
3. Please invite parents and friends to come to the concert. Tickets are \$15/adult and \$10/child and are available online from the TCC website and at the door.
4. Please write up a brief introduction for your choir and/or songs that will take 3 minutes or less to read. These passages will be read during the transition between groups. If you choose to have a child read it, please have that child walk ahead of the choir, and instruct the child to begin immediately, and not to wait until the choir is on the risers. A microphone will be set up for all introductions.

** The TCC will have three stage/concert managers on site throughout the day and evening concert: *Karin Anderson, Liesha Earle and Scott Suthren*

Washrooms & Changing:

- Boys will be asked to change in the washrooms, and girls to change in the holding rooms. Please monitor the washrooms to be sure that girls do not lock themselves into cubicles for changing, as this can lead to long line-ups which will delay the start of the concert. All changing should be managed in the holding rooms. Any windows will be covered for additional privacy.
- All choristers should be instructed to use the washroom BEFORE the concert, so that they can last the entire hour and a half without leaving. Please remind your children to go to the bathroom as early as possible after supper, in order to manage the line-ups before the concert.